

# Wenatchee School District Board of Directors



## WSD Regular Board Meeting

February 13th, 2018

District Office

### Agenda

6:00 PM

		<b>TIME</b>
<b>I. PLEDGE OF ALLEGIANCE</b>		<b>02 Min</b>
<b>II. BOARD PUBLIC COMMENT STATEMENT</b>		
<b>III. AGENDA REVIEW/ADOPTION:</b>	Action	<b>02 Min</b>
<b>IV. CONSENT AGENDA:</b>		
Minutes: Reg. Bd. Mtg. 1/23/18	Action 1+	
Vouchers	Action 2+	
Personnel Report	Action 3+	
Contracts	Action 4+	
Camps	Action 5+	
Surplus Report	Action 6+	
Camps	Action 7+	
<b>V. ASB REPORTS: WHS &amp; WSHS</b>	Information	<b>05 Min</b>
<b>VI. CITIZEN COMMENTS:</b>		<b>03 Min</b>
<b>VII. FIELD TRIP REQUESTS:</b>	Information	<b>10 Min</b>
Assist. Supt. L&T Jodi Smith Payne & Teachers & Advisors		
<b>VIII. WENATCHEE LEARNS STRATEGIES:</b>		<b>80 Min</b>
<b>Wenatchee Learns Visioning Process</b>	Information	05 min
Colin Brine, Be Clearly CEO		
<b>Strategy 3: Use the Best Tools &amp; Resources to Advance Learning</b>		
<i>Objective 3.4 Facilities that Optimize Learning</i>		
1) Lincoln Elem - Lydig Construction Contract Change Order 014	Action	05 min
2) Rec Park - SLA Architects Contract Modification 2	Action	05 min
3) Park - Berry Construction Change Order 002	Action	05 min
Gregg Herkenrath, Dir. of Facilities		
<i>Objective 3.3 The Right Tools &amp; Resources for Staff</i>		
1) WSD Physical Education Update	Information	30 min
WSD Elementary PE Specialists		
2) Revised Policy: #3123 Policy 1 <sup>st</sup> Reading	Information	10 min
Mark Helm, Executive Director of Student Services		
<b>Strategy 4: Balance Change for All with Excellence for All</b>		
<i>Objective 4.2 Sound fiscal and resource management</i>		
2018-19 Staffing Review	Information	20 min
Lisa Turner, Executive Director of HR		
<b>IX. BOARD COMMUNICATION:</b>		<b>05 min</b>
<b>X. SUPERINTENDENT REPORT:</b>		<b>10 min</b>
School Board Planning Calendar		
<b>XI. ADJOURNMENT:</b>	<b>(SEE REVERSE SIDE)</b>	<b>02 min</b>



# CONSENT AGENDA

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# Wenatchee School District

## Regular Board Meeting

Minutes of January 23, 2018  
WSD District Office

Board Members	Staff Present
Michele Sandberg, President	Brian Flones, Superintendent
Sarah Knox, Vice President & DLT Board Representative	Cabinet
Sunny Hemphill, Board Legislative Representative	
Laura R. Jaecks	
Walter Newman (excused absence)	

**I. Regular Meeting 6 p.m.**

Michele Sandberg, President, opened the regular board meeting at 6:00 p.m. with the pledge of allegiance and asked for a motion to approve the agenda & the consent agenda.

**II. Consent Agenda**

**MOTION MADE:** Sunny Hemphill made the motion to approve the agenda as presented.

**SECONDED:** Sarah Knox  
**PASSED UNANIMOUSLY**

**Note: change in times for these presentations:** Community Involvement & Mission & Vision Board Advisory Committee Focus/Discussion Group Meetings from 30 minutes each to 10 minutes each.

**MOTION MADE:** Sarah Knox made the motion to approve the consent agenda as presented, with the EWU contract removed.

**SECONDED:** Laura Jaecks  
**PASSED UNANIMOUSLY**

**Consent Agenda included:**

**MINUTES:** Reg. Bd. Mtg. 1/09/18

**PERSONNEL REPORT PREPARED BY:**

Lisa Turner, HR Executive Director: Jan. 23, 2018- On file

**PAYROLL PREPARED BY:** January 2018

Tami Hubensack, Director of Payroll: \$ 6,686,555.10

**VOUCHERS & CONTRACTS PREPARED BY:**

Karen Walters, Director of Accounting -1/ 23/2018

General Fund

Check numbers 596393 through 596605 totaling \$742,633.12

Capital Projects Fund

Check numbers 596606 through 596610 totaling \$37,925.18

Associated Student Body Fund

Check numbers 596611 through 596648 totaling \$18,847.09

Transportation Vehicle Fund

Check number 596649 totaling \$4,071.72

**1) Minutes**

**2) Personnel Report**

**3) Vouchers/Payroll**

**4) Contracts**

Date	New / Renewal / Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Reviewed by	PO Required?
01/04/18	New	No	Numerica Performing Arts Center (PAC)	Ticket sales for Spring Play "The Wedding Singer"	4% of gross sales, .20 ticket <b>Budget Code</b> 402-4490	Upon Approval to 3/17/18	Paul Atwood / Ricardo Iniguez	Danielle	Yes
01/04/18	New	No	Pybus Event Center	Student Art Show	\$413 <b>Budget Code</b> 3100-27-7007-402-8408	2/10/18 - 2/11/18	Reid Carlson / Dennis Conger	Les	Yes
01/23/18	New	No	DSHS	Agreement with a local agency for transportation of foster students.	Situation Dependent <b>Budget Code</b> 5100-27-8000-000	1/25/18 - 8/31/20	Mark Helm / Bill Eagle	Les	No

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
01/17/18	Revision	Solution Tree, Inc.	Global PD Subscriptions (18 Video Library Users + 1 hour of coaching time)	\$1,430 <b>Budget Code or N/A</b> 5813-31-7007-000	2017-2018 School Year Does it renew automatically? No	Jodi Smith Payne I have read this contract and recommend it for approval. Initials: <i>JSP</i> 1-22-2018 Today's Date	Is a PO Required?	Decided at DDO

**5) Surplus Report & Other Consent Items**

**SURPLUS REPORT PREPARED BY:**

Karen Walters, Director of Accounting: On File

**CAMPS & CLINICS:** July Football Camp

**POLICIES 2<sup>nd</sup> READING:** None

**Board Recognitions**

**National Board Certified Teachers 2018:** Lisa Turner, HR Executive Dir. honored the most recent NBC Teachers by reading the following:

On January 8, 2018, the National Board for Professional Teaching Standards publicly announced the latest class of National Board Certified Teachers. I am proud to announce that Wenatchee School District has fourteen (14) new National Board Certified teachers and three (3) teacher that have recertified.

In a press release from the NBPTS, it was reported that Washington State continues to be a leader in increasing its number of National Board Certified teachers. Washington State had the most NB Certified teachers of any state this year with 1,434 newly certified. This brings the total to 10,135 NBCT's in Washington state, which is third in the country overall.

"Congratulations to all the newly-certified teachers and those who renewed their certificates," said Chris Reykdal, Superintendent of Public Instruction. "It takes a lot of sustained and intentional work to become a National Board Certified teacher, and it's a testament to the dedication of our teachers that so many continue to pursue it."

"The popularity of the program has taken a statewide effort," Reykdal continued. Governor Jay Inslee, the Washington Education Association, and the Center of Strengthening the Teaching Profession – as well as broad bipartisan legislative support – has not only put us on the NBCT map, but has kept us there."

"Washington's teachers are some of the finest in the country and this additional certification will make a tremendous difference to their students, schools, and communities," Governor Inslee said. "There is no more important job than a teacher as their work impact countless lives and futures. I applaud these Nationally Board Certified teachers for their hard work and determination."

Wenatchee School District currently has 93 National Board Certified teachers. Congratulations to all our new and renewed Board Certified teachers! You are an inspiration to all of us and I believe many other great Wenatchee School District certificated employees will follow your path.

**Recognized by the Board:**

**NBCT Instructors:** Vanessa Weaver, Patty Cone & Mark Woolsey

**Renewal National Board Certification:** Amber Birks, Allison Hurt and Amee Peters

**Newly Certified NBCT:**

- Elizabeth Detamore
- Abbie Estep
- Alicen Gaytley
- Brandon Harle
- Karissa Harle
- Adam MacDonald
- Brandy Martinez
- Mallory Neher
- Jennifer Netz
- Katharine Patnode
- Jill Reinfeld
- Rachael Simmons
- Kathryn Spurrell
- Scott Tiedeman

Not all were able to attend the board meeting but those present were recognized and had pictures taken with the board.

**College Board Scholarship Award:** Supt. Flonex presented the following letter from the Governor and an award to Middle School principals Mark Govia, Tauyna Brown & Rob Brown along with the certificates and lovely state trophy.

Dear Superintendent,

I would like to congratulate you on your district's outstanding efforts to sign up students for the College Bound Scholarship. Your sign-up rate places you as one of the top-performing districts in the state. Your commitment to the College Bound Scholarship is of great service to the students, parents, and communities you serve.

In addition to your district award, enclosed in this folder you will find copies of the certificates recognizing any Gold Star Schools. Your district's public information officer was sent a press release template, should you want to highlight your district's exceptional work.

This packet includes detailed reports on sign-up rates, financial aid application completion, and postsecondary enrollment for your district's College Bound Scholarship students. The Washington Student Achievement Council, the state agency that administers the College Bound Scholarship, has included free tools and resources available to you and your staff. To access statewide-level data, please visit [www.wsac.wa.gov/college-bound](http://www.wsac.wa.gov/college-bound).

I want to commend you, your district team, your partners and the hardworking teachers, counselors, and building staff who contributed to your success. Students in your district have greater opportunities because of your efforts and leadership.

Thank you for your ongoing efforts to support all Washington students.

Very truly yours,

Jay Inslee  
Governor

Supt. Flonex shared the following information:

- WSD one of the top districts in the state.
- 78% of students qualified
- 65% at high school enrolled in college & universities
- 62% students for the all over district

**ASB Reports**

**WSHS:** Eric Morris and Seny Gonzales:

- WSHS Talent Show – very successful
- Gave out 95 care baskets this year
- Window decals now on sale for \$10 – all proceeds go to building a school in Haiti
- 3 students went to Decca competition and came back with top 6 award also a top 5 award
- Newbery lunch buddies program for WSHS students is going great
- Reading with students twice a week at Newbery
- WSHS is also participating in the "Walk a Dog" program at the Humane Society
- The Spaghetti Feed, with help from WVTSC Culinary, auction fundraiser is coming up, please join them March 15th
- The students presented Board Appreciations to the board to thank them for their service.

**WHS ASB:** Sabastian Pasion, ASB VP presented the following news to the board.

- Erin Jones was the guest speaker for the Martin Luther King assembly – fantastic assembly, Sabastian's favorite – Very impactful life story
- Students studying for finals this week

- February 14-16 are dates for this year's Janice Frans Talent Show. Chelane Paine is the beneficiary and the proceeds will help her in her long fight against breast cancer. He wants to see everyone attend.

### Citizen's Comments Summaries

**WenEA President Kris Cameron:**

Kris Cameron, WenEA President and Eva Martinez, WenEA Executive Board Rep. thanked the board for allowing them to speak briefly and for all the board's incredible support, passion and courage to our district. They know what it takes to sit in those seats. They appreciate all the hard work they do for our district, staff and students. A thanks for support of the resources that it takes to help the district be successful on this journey.

They also wanted to send a message of thanks to Superintendent Brian Flonos for his support of the WenEA Teachers' Association and his leadership to WSD. They presented an appreciation banner to Supt. Flonos that was signed by all the WenEA building reps in the district. They sent a message of faith, trust and respect for Supt. Flonos.

Board President Sandberg also mentioned that Supt. Flonos was honored by our community with the distinguished Gem Award this past week, with community leaders and the WSD leadership team recognizing him. He was awarded several items including a Gem Award trophy, certificates and a signed Leadership Team framed award for his leadership.

**Doug Merrill**, teacher WHS and 4 WHS graduates: He shared with the board that he has a difference of opinion about WHS than some who have spoken in past weeks in the Wenatchee World and at board meetings. He supports the current bell schedule. The reason for his statements is because he wants the public to have the correct perception of WHS, it does not have a culture of fear, it is a great place, and the staff loves working there.

**Molly Butler:** 15 years a teacher, 5 years here and parent of 2 WSD students. In the last 3 years there has been a shift in the culture at WHS and it is in a positive and inclusive direction. There are a lot of stakeholders and she believes they are getting everyone involved in the conversation by including dept. heads and teachers serving on committees, LIT etc.

**Dawn McCormick:** She feels that recent public statements are not representative of the whole at WHS. She has felt it has been easy to come forward and have a say in WHS and input has always been listened to. She has some concern with the schedule, she sat on the schedule committee but she has always been welcome into Eric Anderson's office to discuss the issues she has with it.

**Steve Roche:** Teacher 15 years - 3<sup>rd</sup> at WHS AP Social Studies- addressing the bell schedule: He respects the opinions of his colleagues but has a different perspective. He teaches AP Social Studies, and he has seen an improvement in the students' scores. The schedule has allowed him more opportunities to teach a wider variety of classes. He is in approval of the bell schedule.

**Cindy Martinez Corrick:** WHS teacher, new to district. She shared her experience of prior districts that she has worked in, there was a true feeling of fear for retribution, but not here, at WHS. There has never been a feeling that she could not go to an administrator or colleague for support. She supports WHS and all the personnel in the building.

**Danielle Ouellette:** Teacher WHS 18<sup>th</sup> year, summary of her thoughts: Principal Eric Anderson, is the epitome of transparency. In past years WHS had some rough times but now with Mr. Anderson's leadership we are moving forward. It is important that our community know that our building supports Mr. Anderson with an anonymous survey of 95% of the vote going in his favor and now our culture is the best it has ever been.

Board Directors thanked everyone for their comments and said they need to hear from as many as possible.

### Field Trips

Jodi Smith Payne, Assist. Supt. L&T and the teachers and club advisors were present to ask for board for approval of their event/field trips. Each advisor/teacher explained details to the board and answered their questions.



Out of District/Overnight & Out of State Field Trip Requests for Board Approval 1/23/18									
Requesting Location	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
402 Wenatchee High School	02/08/2018 05:00:00 AM - 02/09/2018 08:30:00 PM	Hotel Murano, 1320 Broadway, Tacoma, WA 98402	Susana Velazquez	This group of students will be comprised of MECHA CLUB and ASB Leadership students. We are hoping to send 12 total along with MECHA advisor and ASB advisor.	Unique opportunity for students to experience the political process first hand and walk away with skills, knowledge, and confidence needed for success in postsecondary education in today's information age and technology-driven workplace.	2	12	\$ 2,202.31	WHS - OTHER NOT LISTED
402.5 Wenatchee High School - ASB	03/01/2019 08:00:00 AM - 03/03/2019 02:00:00 PM	11100 NE 6th St, Bellevue, WA 98004, USA	Sierra Larkin	DECA members competing at State competition	Business	4	40	\$ 1,706.90	ASB WHS - DECA
402.4 Wenatchee High School - MOSAIC/MIGRANT	03/02/2018 02:45:00 PM - 03/03/2018 04:00:00 PM	Cavelero Mid High School 8220 24th St SE, Lake Stevens, WA 98258	Diana Sanchez	Robotics Club. Attached is a student list.	The robotics teams will compete at state level at Cavelero Mid High School in Lake Stevens for their annual State robotics championship.	35	4	\$ 593.38	MOSAIC - NLA
402.5 Wenatchee High School - ASB	03/16/2018 09:00:00 AM - 03/18/2018 05:00:00 PM	Portland Convention Center - Portland OR	Diane Owen	Key Club officers and members going to the state conference.	Leadership training.	2	6	\$ -	ASB WHS - Key Club
Wenatchee High School	03/22/2018 01:30:00 PM - 03/24/2018 04:00:00 PM	DoubleTree by Hilton, Seattle Airport, 18740 International Blvd, Seattle, WA 98188	Doug Merrill	Technology Students Assoc. TSA State TSA conference and competition.	Students will be competing in a Vex Robotics competition along with other on the spot engineering competitions.	1	8	\$2,665	Fundraising, students and CTE funds
402.2 Wenatchee High School - CTE	03/23/2018 09:00:00 AM - 03/25/2018 12:00:00 PM	Old Capitol Building - Olympia WA	Frank Brandt	WHS - Mock Trial	This trip is to compete at the State Mock Trial tournament in Olympia. Wenatchee HS has competed the past three years. The qualifier for this tournament is not until February 24th but because it is an overnigher I am submitting it before I have the exact number of students that qualify.	2	20	\$ 1,401.09	CTE - WHS
402.5 Wenatchee High School - ASB	04/12/2018 09:00:00 AM - 04/15/2018 12:00:00 PM	Pangborn Memorial Airport - East Wenatchee WA	Tamara Giacomazzi	Apple Leaf students	Students will attend seminars on journalism and participate in competitions where they will receive valuable feedback from highly-respected professionals.	3	20	\$ 8,587.15	ASB - OTHER NOT LISTED
Wenatchee High School	04/19/2018 05:00:00 AM - 04/22/2018 11:00:00 PM	Disneyland, Anaheim, CA	Choir - Dawn McCormick	WHS Chamber & Jazz Choirs	Performance, workshop and recording at Disneyland. Participate in Fullerton Jazz Festival.	5	46	\$ 2,350.72	ASB WHS - Choir Travel

Requests for Board Approval 1/23/18									
Requesting Location	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
402.2 Wenatchee High School - CTE	04/20/2018 06:00:00 AM - 04/21/2018 07:30:00 PM	Three Rivers Convention Center - Kennewick WA	Dale Blair	Washington Career and Technical Sports Medicine Association State Competition	Culminating curricular state skills competition	3	30	\$ 1,258.75	CTE - WHS
402.5 Wenatchee High School - ASB	04/21/2018 06:00:00 AM - 04/26/2018 06:00:00 PM	285 Andrew Young International Blvd NW, Atlanta, GA 30313, USA	Sierra Larkin	DECA International Competition	Business	2	20	\$ -	ASB WHS - DECA
203 Pioneer Middle School	05/23/2018 08:30:00 AM - 05/23/2018 12:30:00 PM	Tall Timbers Ranch - Leavenworth WA	Sally Knipfer-Greg Simmons	All 6th grade students from Pioneer.	6th grade students will attend and overnight/outdoor science-leadership class in nature.	24	100	\$ 188.00	
203 Pioneer Middle School	05/24/2018 08:30:00 AM - 05/24/2018 12:30:00 PM	Tall Timbers Ranch - Leavenworth WA	Sally Knipfer-Greg Simmons	All 6th grade students from Pioneer.	6th grade students will attend an outdoor/overnight science and leadership field trip in nature.	24	100	\$ 188.00	
203 Pioneer Middle School	05/25/2018 10:45:00 AM - 05/25/2018 12:30:00 PM	Tall Timbers Ranch - Leavenworth WA	Sally Knipfer-Greg Simmons	All 6th grade students from Pioneer.	Students will attend an overnight/outdoor science leadership camp in nature.	24	100	\$ 82.25	

**Correction:** Robotics Club -4 adults 35 students attending

**MOTION MADE:** Sarah Knox made the motion to approve all the field trips as presented.

**SECONDED:** By Sunny Hemphill

**DISCUSSION:** Laura Jaecks thanked all the students and advisors for all the work they do to make these opportunities for our students. Sarah Knox also thanked them for providing these great learning opportunities.

**PASSED:** Unanimously

### Wenatchee Learns Strategies

#### WENATCHEE LEARNS STRATEGIES:

##### Strategy 2: Tap the power of our whole community

Objective 2.4 More Engagement of Parents

**Community Involvement: Focus/Discussion Group Meetings:** Time changed to 10 minutes on agenda.

President Sandberg stated that the board would discuss these committee ideas at a board workshop. They will look at:

- Finding Focus
- Discussion points- what it will be
- Invite people to give input and to serve

Board Director Laura Jaecks stated that she is looking forward to working on these committees with parents. She is looking forward to looking at good data to help make sound wise decisions for the district.

Board Director Sunny Hemphill is also looking forward to hear from our community, the ones we don't hear from usually.

President Sandberg wants to look outside the box and maybe go have meetings at other locations to have more participation.

Board Director Sarah Knox is looking forward to meeting our parents and community.

#### Mission & Vision Board Advisory Committee:

The board would like to renew the Mission & Vision statements to make it more current - where our district is now and where it is going.

Pres. Sandberg invited the public to let them know what they want to see or if they would like to serve.

Board Director Laura R. Jaecks suggested having an outside firm come in, as the facilitator allowing the firm to do the legwork. She is in favor of an organized formal approach.

Supt. Flones will look into finding a firm for the board. He will share with the board at the Feb. 24<sup>th</sup> workshop, the Mid-year review. He will see what the availability of firms would be.

Community Engagement Planning Guidelines	Planning Guidelines (Procedure 4110P)
I. What will be the purpose and specific outcomes for each of the community engagement activities? 1) Type of engagement activity 2) Purpose 3) Outcomes	I. Committee Focus: Review of the district Mission & Wenatchee Learns Vision
II. Will the community engagement activities be for the general population, targeted school or community groups, or both?	II. Committee Purpose & Charge (Focus Points): 1) 2) 3) 4) Upon completion of the focus points a written summary of the committee purpose, charge and priority focus points will be developed.
III. What level of participation are you hoping to achieve for each engagement? And what type of advertising, promotion, and timeline will be needed to encourage participation?	III. Desired Outcomes of the Committee Work: 1) 2) 3) 4)
IV. What formats will be used for the community engagement? 1) Participant Feedback – topic specific, open-ended questions, other? 2) Meeting Formats: • Small Group/Large Group • Examples: Focus Group/ Table Top Facilitation/ Brown Bag Lunch/ Coffee Discussions/ Brainstorming	IV. Committee Membership: 1) How many members will serve on the committee? 2) How will committee membership be representative of our student and parent demographics? 3) What process will be used to promote interest and participation in the group? 4) What will be the length of time for promoting interest and participation sign-up? 5) What process will the school board use to make appointments to the committee? 6) Will school board representatives be part of the committee? 7) Will the school board appoint a committee chair?
V. How will the community feedback be reported back to the staff, the participants and larger community?	V. Committee Timeline: 1) What is the designated start and ending time for the committee? 2) How many meetings will be scheduled between the starting and ending timeline? 3) Will the school board require periodic progress reports and a final recommendation at the conclusion of their work?
VI. Community Engagement Calendar: • What types of engagement activities and how many events are reasonable for this school year?	VI. Committee Support and Resources: 1) Will facilitation of the committee be conducted by a school board member, superintendent or outside consultant? 2) What type of staff consultants and other resources will be made available to the committee? 3) Will financial expenses be made available as needed to the committee?
VII. Engagement Logistics: • Will childcare be needed? • Will interpreters be needed? • Location(s) • Refreshments • Based on the engagement format who should facilitate?	

**Board WSSDA Leadership Training:**

Supt. Flones covered possible agenda items for the training on Feb. 12<sup>th</sup>. He would like direction from the board on the:

- Priorities
- How they want to work together
- Draft agenda on goals and focus for the training

The board will communicate with Supt. Flones on these items.

**Strategy 4: Balance Change for All with Excellence for All**

Objective 4.2 Sound fiscal and resource management

Les Vandervort, CFO Wenatchee School District reported the following Budget Status:

*Budget Status Report*

Date: January 8, 2018  
 Re: November 2017 Budget Status Report

**GENERAL FUND** With 25% of the fiscal year elapsed, Total General Fund revenues were 24.4% and expenditures were 22.9% of budgeted amounts, respectively. General Fund Total Fund Balance at November 30, 2017 is \$12,169,455 (11.80%). Total Fund Balance at November 30, 2016 was \$14,378,607 (14.98%).

Districts are funded on budgeted numbers through December of each year. SPI adjusts funding to actual numbers (such as enrollment and staffing) beginning in January through the end of the fiscal year. Fund Balance is 3 percentage points lower in November 2017 than it was November 2016. This is a significant reduction in light of state funding issues.

**CAPITAL PROJECTS FUND** The Month Ending Fund Balance is \$5,562,781. Punch list items still being worked on for Lincoln and Washington. Should be complete this millennium. Pioneer drainage system still in progress. Pioneer locker rooms are still being finished.

**DEBT SERVICE FUND** The Month Ending Fund balance of \$4,813,596 is for payment of bond principal and interest payments which are due each December and June. Revenues consist primarily of property taxes.

The Debt Service levy for 2018 collection is \$5,400,000 or about \$1.80 per \$1,000 assessed value. The M&O levy for 2018 collection is \$12,527,890 or about \$2.96 per \$1,000 assessed value.

**ASB FUND** Revenues are 37.6% of the amount budgeted for the year. Expenditures are 15.9% of budget. The Month Year Ending Fund Balance is \$741,989.

**TRANSPORTATION VEHICLE FUND** The Month Ending fund balance is \$378,916. Bus purchases are made only when funds are actually received by the district. Two buses have been ordered for 2017-18.

Discussion followed.

**Enrollment Report**

Les Vandervort, CFO Wenatchee School District reported the following:



Re: Enrollment Reports for January 2018

**Exhibit A - Monthly Enrollments.**

The January 2018 count of K-12 students is 7,709.75 full-time equivalents (FTE) including 258.86 FTE Running Start students (Running Start students are counted starting in October).

The average FTE of 7,748.73 is 7.73 FTE above budgeted average FTE of 7,741.

Running Start, Open Doors and Alternative Learning FTE are shown as separate line items for comparison to budget numbers on the original F-195 Budget.

Enrollment is the same FTE as this period last year.

Exhibit B shows the changes in average FTE enrollment, as reported to SPI, since 2005-06. Exhibit B reflects the history of our actual state funding level of FTE.

Exhibit C is a comparison of student FTE by school and by grade level for the current month and the same month in the prior year (2016-17).

Exhibit D shows the monthly information in graphic form, with a comparison to last year's (2016-17) actual enrollment and 2017-18 budgeted numbers.

Discussion followed and Mr. Vandervort answered the board's questions

**HB2242 – McCleary Budget Overview**

*Les Vandervort, CFO Wenatchee School District*

Wenatchee School District No. 246

**Major Takeaways of HB 2242**

1. The State of WA is IN compliance with McCleary decision, except for timing. Full implementation is supposed to be by September 2018 but plan meets compliance by September 2019.
2. HB 2242 is the legislative bill that details the implementation of the PLAN to meet McCleary.
3. The STATE school levy increases from about \$1.89 to \$2.70 per \$1,000 AV, effective January 1, 2018.
4. The LOCAL school levy decreases from \$2.92 to \$1.50 per \$1,000 AV, effective January 1, 2019.
5. Ends use of a "staff mix factor" and "salary allocation model" for distribution of cert instructional staff (CIS) salaries. INSTEAD, the state will use an AVERAGE statewide salary to allocate salaries.
6. Implements a "regionalization" factor to provide extra funds for districts with higher housing and employee costs.
7. M&O Levy title changed to Enrichment Levy and is for NON-Basic Ed costs only.
8. Requires minimum (\$40,000) and maximum (\$90,000) CIS salaries. Even these amounts are subject to COLA, regionalization, extra duty pay.
9. 2018-19 considered a "transition" year and salaries limited to Seattle CPI.

**WHAT IS McCLEARY??  
McCleary vs. State of Washington**

The McCleary family and Venema family sued the State in 2007 for failing to provide for an appropriate education for their children as provided in the State constitution. The state was already on notice that it was failing to meet the requirements of the constitution regarding education by judgements known as Doran I and Doran II in the 1970's.

**McCleary vs State**

*"The State has failed to meet its duty under article IX, section 1 by consistently providing school districts with a level of resources that falls short of the actual costs of the basic education program."*

*– WA Supreme Court decision regarding the McCleary lawsuit*

**ARTICLE IX Washington State Constitution**

**SECTION 1 PREAMBLE.** It is the paramount duty of the state to make ample provision for the education of all children residing within its borders, without distinction or preference on account of race, color, caste, or sex.

*In 2010, Judge John Erlick declared that state funding is not ample, is not stable, and is not dependable. The state legislature is directed to determine the cost of amply providing for basic education and a basic program of education for all children resident in the State of Washington.*

*In 2012, the Washington Supreme Court ruled the State was not adequately funding education.*

*In 2017, the Washington Supreme Court ruled the State had a plan to adequately fund education but did not meet the September 2018 deadline.*

The 2018 legislative session is tasked with coming up with about \$1 billion to move their full funding of education up from September 2019 to the mandated date of September 2018.

School Funding – Ongoing litigation *In 1978, Seattle School District won a Supreme Court ruling that:*

- "Paramount" = public education is more important than anything else
- "Ample" = more than enough and more than just scraping by

- “All” = means all students, not just wealthy school districts or easy to teach
- “Basic Education” = the court let the legislators decide (**so basic education has become whatever the legislature wants it to mean**).
- The Supreme Court ruled the legislature didn’t have to write the schools a blank check but it did have to fund “basic education”. Whatever that was.
- So the legislature provided less and less and local levies picked up the tab.

WSD’s levy authorization is currently at about 14.5% (max is 28%).

#### History of Local Levy to Total Budget

The reduction of local levy will limit the ability of the district to fund discretionary programs (non-basic ed); such as, AVID, Early Learning, After School Programs, AP, Enrichment, Wenatchee Learns, Extra-curricular, etc.

% of	Authorized	Legislatively		
		Budget	M&O Levy	Restricted
• 2011-12	14.2%	\$10,492,000		
• 2012-13	14.9	10,842,346		
• 2013-14	14.0	11,165,215		
• 2014-15	13.9	11,497,707		
• 2015-16	12.8	11,860,828		
• 2016-17	12.9	12,163,000		
• 2017-18	12.7	12,527,890		
• 2018-19	9.0	<del>12,903,727</del>	9,694,084	
• 2019-20	5.8	<del>13,290,839</del>	6,441,906	
• 2020-21	5.7	<del>13,689,564</del>	6,635,164	

#### What Is EHB 2242

“Legislation enacted in 2017 to meet the state’s constitutional obligation to fully fund K-12 Basic Education” – WSSDA

- Changes how school districts can spend local levy / limits local levies to \$1.50 per \$1,000 assessed value starting January 2019
- Increases the State School Property Tax about \$.81 to \$2.70 beginning January 2018
- Changes how Levy Equalization (LEA) is calculated (basically \$1,500 \* prior enrollment less levy)
- Requires school districts to get pre-approval for use of local levy (doesn’t apply to levies already approved – WSD approved through 2021)
- Created new reporting requirements and accounting for “enrichment” levies.
- **From WASA Legislative Platform:** the state increase is not enough to fund actual salary or staffing costs. 2242 institutes a new one-size-fits-all statewide average salary allocation while eliminating an essential equity funding mechanism: the staff mix factor. Districts with more experienced staff will be forced to raise additional (albeit limited) revenue to retain those staff or discriminate against more experienced staff or make program cuts.

Ended state-wide salary schedule (will now be based on “average” salary):

- Ends use of “staff mix factor” to calculate local salary funding
- Limits pay rates to per diem rate and requires reporting of supplemental contracts to SPI
- Allows use of “enrichment” levy for non-basic ed activities (next slide)
- Changed funding structure and amounts for school employee wages
- Implements a Regionalization Factor of 6% for Wenatchee, Moses Lake, Stehekin. This is supposedly based on housing costs. 6% Factor actually decreases over time. Turns out this factor is apparently intended to offset extra salary districts pay to staff (generally in the form of extra days).
- Difficult to understand how Chelan, Manson, Methow Valley and Cascade were not considered for regionalization factor. Or frankly how every district that pays extra days is not included.
- Requires schools do 4 year budgeting. Good luck since the legislature meets every year and routinely makes changes to funding model and/or factors (prototypical school funding model).
- Requires schools to join SEBB (state health insurance) in 2020.
- Adds 1 professional development day each of next 3 years (total of 3)

Activities permitted to be paid from “enrichment” levy if they provide supplementation beyond the state program of basic education. The effect is to eliminate supplemental contracts that provide additional pay without the corresponding additional work associated with that pay. From OSPI Update November 2017

- The legislature specifically details examples of allowable uses of local levy money:
  1. Hours beyond the minimum instructional offerings.
  2. Additional staff for class-size reduction beyond the class-size allocated in the prototypical model
  3. Additional program offerings
  4. Professional learning for staff
  5. Extracurricular activities, extended school days, or any extended school year.
  6. Additional course offerings beyond the minimum instructional program.
  7. Early learning activities
  8. Any additional salary costs attributable to the activities listed above.
  9. “Additional activities or enhancements that the office of the superintendent of public instruction determines to be a documented and demonstrated enrichment of the State’s statutory program of basic education.....”

#### How does 2242 impact Levy and Levy Equalization

**Levy / Levy Equalization Base Information**

FY2016-17 Enrollment	7,740	
CY2017 Assessed Value	4,169,518,465	Current \$/1,000
CY2017 Current Levy	12,163,000	2.94
CY2017 LEA	4,946,107	

**Max Levy Calculation (lesser of \$1.50/\$1,000 AV or \$2,500 per FTE)**

\$1.50/1,000 (effective January 1, 2019)	6,254,278	
\$2,500 per FTE	19,349,775	
<b>Max "Enrichment" Levy</b>	<b>6,254,278</b>	<b>Max Levy \$/1,000</b> 1.50

**LEA Calculation**

\$1,500 per FTE	11,609,865
If Max Levy < \$1,500/FTE, Then Max Levy	6,254,278
<b>Total LEA</b>	<b>5,355,587</b>

**Total Levy and LEA Authorized \$11,609,865**

*Percent Change from Current*

Increase/(Decrease) from Current Levy+LEA (\$5,499,242) -32.14%

**Impact of limits on local levy and levy equalization to Wenatchee School District for fiscal year**

Wenatchee School District No. 246 M&O Levy

Assessed Value  
4,169,518,465

School Year	Sept - Aug	Levy Amount	Collection %	Amount to be Collected	LEA	Total Levy & LEA				
2016-17	Fall 2016	11,809,000	48.0%	5,668,320	1,304,276					
	Spring 2017	12,163,000	52.0%	6,324,760	3,561,497					
			TOTAL	11,993,080	4,865,773					16,858,853
2017-18	Fall 2017	12,163,000	48.0%	5,838,240	1,384,910					
	Spring 2018	12,527,890	52.0%	6,514,503	3,783,614					
			TOTAL	12,352,743	5,168,524					17,521,267
2018-19	Fall 2018	12,527,890	48.0%	6,013,387	1,471,405		6,013,387	1,471,405		
	Spring 2019	12,903,727	52.0%	6,709,938	3,941,265		6,254,278	3,252,224	3,787,682	
			TOTAL	12,723,325	5,412,670	18,135,995	9,265,612	5,259,087	14,524,699	-3,611,297
2019-20	Fall 2019	12,903,727	48.0%	6,193,789	1,567,905		6,254,278	3,002,053	1,567,905	
	Spring 2020	13,290,839	52.0%	6,911,236	4,099,216		6,254,278	3,252,225	3,787,682	
			TOTAL	13,105,025	5,667,121	18,772,146	6,254,278	5,355,587	11,609,865	-7,162,281
2020-21	Fall 2020	13,290,839	48.0%	6,379,603	1,685,500		6,254,278	3,002,053	1,567,905	
	Spring 2021	13,689,564	52.0%	7,118,573	4,250,000		6,254,278	3,252,225	3,787,682	
			TOTAL	13,498,176	5,935,500	19,433,676	6,254,278	5,355,587	11,609,865	-7,823,811

## Taxpayers

**Impact of increased state levy and reduced local levy / Also Bond Debt Service**

*Wenatchee School District*

Community Information

	CY2017 Assessed	CY2018 Estimated	CY2019 Estimated*
Assessed Value	4,169,518,465	4,294,604,019	4,423,442,140
Local M&O Levy	12,163,000	12,527,890	6,635,163
Local M&O \$/1,000 Rate	2.94	2.92	1.50
WA State Schools Tax \$/1,000 Rate (Non-Equalized)	1.89	2.70	2.70
Median Home Price**	281,600	281,600	281,600

**Annual Taxes Paid on Median Home: State + M&O levy**

Local M&O Levy	828	821	422
WA State Schools Tax	532	760	760
<b>Total State School /M&amp;O Taxes Paid</b>	<b>1,360</b>	<b>1,582</b>	<b>1,183</b>
<b>Total WA State and M&amp;O Tax \$/1,000</b>	<b>4.83</b>	<b>5.62</b>	<b>4.20</b>

Current Bond Debt Service	5,400,000	5,400,000	5,800,000
<b>Bond Debt Service Rate / \$1,000</b>	<b>1.30</b>	<b>1.26</b>	<b>1.31</b>
<b>Annual Taxes paid on Median Home: Bond Debt Service</b>	<b>365</b>	<b>354</b>	<b>369</b>

<b>Grand Total Annual Debt Service</b>	<b>1,725</b>	<b>1,936</b>	<b>1,552</b>
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\*CY2019 Estimated M&O Levy is based on new Maximum Allowable per SHB2242

\*\*Data Taken From University of Washington Runstad Center Housing Report

**Note: All Amounts are Estimates Based on Current Data – Actual Values will Change to Reflect Future Conditions**



# OSPI Multi-Year Tool Summary

Wenatchee School District

	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21	
State Funding	Appt Stmt/Actual	F-203	OSPI Tool	OSPI Tool	OSPI Tool	
Apportionment (w/out CTE & SC)	46,919,040	49,839,813	55,515,752	61,753,520	62,410,144	
Career & Technical/Skills Center (CTE & SC)	4,508,976	4,996,426	5,473,173	6,080,427	6,141,493	
Bilingual (TBIP)	2,015,309	2,285,316	2,528,590	2,827,921	2,851,432	
Highly Capable (HiCap)	79,612	178,899	196,032	219,238	221,061	
Learning Assistance Program (LAP)	2,453,418	3,006,271	2,796,450	3,142,858	3,168,835	
LAP Concentration	N/A	N/A	977,656	1,078,022	1,087,137	
Special Education	5,802,395	6,087,680	6,509,623	7,241,801	7,313,952	
Transportation	2,003,063	2,166,000	2,084,098	2,400,735	2,430,739	
Professional Learning Time	0	0	222,339	496,098	751,133	
Local Effort Assistance (LEA)	4,865,473	5,116,146	5,259,581	5,282,733	5,330,122	
<b>Total State Funding</b>	<b>68,647,286</b>	<b>73,676,550</b>	<b>81,563,295</b>	<b>90,523,354</b>	<b>91,706,048</b>	
	<i>YOY Change</i>	<i>5,029,264</i>	<i>7,886,745</i>	<i>8,960,058</i>	<i>1,182,694</i>	
			<b>3 Year Total Change</b>	<b>18,029,497</b>		
<b>Total Categorical State Funding</b>	<b>16,862,773</b>	<b>18,720,591</b>	<b>20,565,623</b>	<b>22,991,002</b>	<b>23,214,649</b>	<b>% New Funds</b>
	<i>YOY Change</i>	<i>1,857,818</i>	<i>1,845,032</i>	<i>2,425,380</i>	<i>223,646</i>	
			<b>3 Year Total Change</b>	<b>4,494,057</b>	<b>24.93%</b>	
<b>Total Non-Categorical State Funding</b>	<b>51,784,513</b>	<b>54,955,959</b>	<b>60,997,672</b>	<b>67,532,351</b>	<b>68,491,399</b>	<b>% New Funds</b>
	<i>YOY Change</i>	<i>3,171,446</i>	<i>6,041,713</i>	<i>6,534,679</i>	<i>959,048</i>	
			<b>3 Year Total Change</b>	<b>13,535,440</b>	<b>75.07%</b>	

Note: Data taken from OSPI Multi-Year Tool, calculations were added for reference and informational purposes

Wenatchee School District											
General Fund Summary											
Beginning Fund Balance	12,134,512		11,526,124		9,746,205		8,194,119		9,762,575		
	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21					
Revenues*	Actual	Actual	Budgeted	Estimated	Estimated	Estimated					
Local - Levy	11,662,602	11,960,894	12,356,742	9,140,139	6,254,278	6,254,278	2.56%	3.31%	-26.93%	-31.57%	0.00%
Local - Other	2,120,967	2,168,110	2,455,012	2,463,182	2,463,182	2,463,182	2.22%	13.23%	0.33%	0.00%	0.00%
State - LEA	4,527,927	4,865,473	4,864,115	5,307,059	5,506,051	5,643,702	7.45%	-0.03%	9.11%	3.75%	2.50%
State - Other	63,660,955	64,976,074	68,581,397	75,919,606	84,270,763	86,166,855	2.07%	5.55%	10.70%	11.00%	2.25%
Federal	8,690,685	8,221,606	8,880,265	8,880,265	8,880,265	8,880,265	-5.40%	8.01%	0.00%	0.00%	0.00%
Other	150,157	131,833	103,500	103,500	103,500	103,500	-12.20%	-21.49%	0.00%	0.00%	0.00%
<b>Total Revenues</b>	<b>90,813,294</b>	<b>92,323,990</b>	<b>97,241,031</b>	<b>101,813,752</b>	<b>107,478,039</b>	<b>109,511,782</b>	<b>1.66%</b>	<b>5.33%</b>	<b>4.70%</b>	<b>5.56%</b>	<b>1.89%</b>
<b>Expenditures**</b>											
Certificated Salary	38,559,123	40,417,356	42,750,000	44,032,500	45,353,475	46,487,312	4.82%	5.77%	3.00%	3.00%	2.50%
Classified Wages	14,866,588	15,778,636	16,500,000	17,160,000	17,674,800	18,116,670	6.13%	4.57%	4.00%	3.00%	2.50%
Benefits and Tax	20,481,993	21,320,306	22,751,010	24,204,800	24,930,944	25,554,217	4.09%	6.71%	6.39%	3.00%	2.50%
Instructional Sup	6,329,564	6,062,763	7,319,238	7,538,815	7,764,980	7,997,929	-4.22%	20.72%	3.00%	3.00%	3.00%
Purchased Service	7,869,762	8,291,336	8,936,473	9,204,567	9,480,704	9,765,125	5.36%	7.78%	3.00%	3.00%	3.00%
Travel	461,972	452,933	545,349	561,709	578,561	595,918	-1.96%	20.40%	3.00%	3.00%	3.00%
Capital Outlay/O	307,737	159,048	118,880	122,446	126,120	129,903	-48.32%	-25.26%	3.00%	3.00%	3.00%
Transfers	1,039,458	0	0	0	0	0					
<b>Total Expend</b>	<b>89,916,197</b>	<b>92,482,378</b>	<b>98,920,950</b>	<b>102,824,838</b>	<b>105,909,583</b>	<b>108,647,074</b>	<b>2.85%</b>	<b>6.96%</b>	<b>3.95%</b>	<b>3.00%</b>	<b>2.58%</b>
Net Gain/(Loss)	897,097	-158,388	-1,679,919	-1,011,086	1,568,456	864,708					
Transfers out		-450,000	-100,000	-541,000							
Ending Fund Bal	12,134,512	11,526,124	9,746,205	8,194,119	9,762,575	10,627,283	-5.01%	-15.44%	-15.93%	19.14%	8.86%
	13.50%	12.46%	9.85%	7.97%	9.22%	9.78%					

## Reality:

- In the North Central only 87% of CIS receive funding through prototypical model
- Funding for only 3 PD days, +1/year 2018-19 through 2020-21
  - \$40K & \$44K Min/\$90K Max salaries are implemented 2019-20
  - OSPI recommended salary schedule, No LEAP - To be negotiated
  - \$64K avg salary allocation - Half increase 2018-19, fully implemented 2019-20
  - Some districts already above this (Wenatchee about \$67k to \$70k)
- Enrichment levy dollars only for enrichment activities, approved by OSPI
- No clear definition of Enrichment/Basic Education

## Hold Harmless Provisions

Unfortunately, there is already confusion about whether the actual language of 2242 will prevail or be changed from just "salary allocations" to "total funding". For WSD, since our average salaries are already above the intended 1/2 way average between 17-18 and 19-20, I don't know what benefit WSD will see from the hold harmless. The state has only allocated \$5 million (\$9 million over 4 years) for this so I don't see that the state intended this provision to be widely used.

- Funding is provided for a hold harmless payment beginning with the 2018-19 school year. A school district qualifies for a hold harmless payment if the sum of a school district's state basic education allocations under the funding formulas included in EHB 2242 plus a school district's local enrichment levy and local effort assistance under EHB 2242 is less than the sum of what the district would have received for that year from the state basic education allocations, local maintenance and operation levy, and local effort assistance under the law as it existed on January 1, 2017. CLEAR???

**LEAP Document 1**

Table Of Staff Mix Factors For Certificated Instructional Staff

\*\*\* Education Experience \*\*\*

Years of Service	MA+90 OR								
	BA	BA+15	BA+30	BA+45	BA+90	BA+135	MA	MA+45	Ph.D.
0	1.00000	1.02701	1.05499	1.08304	1.17303	1.23099	1.19891	1.28891	1.34693
1	1.01346	1.04084	1.06918	1.09846	1.18939	1.24704	1.21224	1.30317	1.36079
2	1.02628	1.05393	1.08257	1.11411	1.20478	1.26303	1.22566	1.31632	1.37458
3	1.03950	1.06741	1.09636	1.12890	1.21940	1.27905	1.23838	1.32881	1.38850
4	1.05246	1.08160	1.11072	1.14439	1.23542	1.29551	1.25171	1.34274	1.40286
5	1.06585	1.09513	1.12454	1.16008	1.25077	1.31206	1.26526	1.35599	1.41728
6	1.07961	1.10825	1.13866	1.17597	1.26623	1.32785	1.27915	1.36942	1.43100
7	1.10379	1.13286	1.16367	1.20301	1.29461	1.35793	1.30517	1.39673	1.46008
8	1.13919	1.16984	1.20138	1.24398	1.33681	1.40246	1.34610	1.43896	1.50458
9		1.20814	1.24125	1.28538	1.38038	1.44826	1.38747	1.48253	1.55041
10			1.28158	1.32891	1.42517	1.49532	1.43104	1.52733	1.59744
11				1.37371	1.47207	1.54362	1.47584	1.57423	1.64574
12				1.41708	1.52023	1.59391	1.52240	1.62236	1.69607
13					1.56956	1.64544	1.57060	1.67169	1.74756
14					1.61913	1.69890	1.62022	1.72451	1.80105
15					1.66126	1.74310	1.66233	1.76934	1.84788
16 or more					1.69447	1.77794	1.69557	1.80472	1.88482

For credits earned after the BA degree but before the MA degree:  
Any credits in excess of 45 may be counted after the MA degree.

LEAP Document 1 is referenced in the Legislative Conference Budget.

### Legislative Priorities

• WSSDA

- More funds for hold harmless provisions (I have no idea how a district will know this until F-203).
- Levy and Local Effort Assistance (LEA) formulas – changes need to be delayed until full state funding implemented. Right now, local levy and LEA gets reduced effective Jan 1, 2019. State increases funds for 19-20.
- Salary schedule and staff mix factor – reinstate a statewide salary schedule and staff mix factor
- Regionalization – this factor intensifies inequities between districts and should be reconsidered – Wenatchee and Eastmont
- Bargaining and negotiations – state assistance needed to enter into sustainable agreements
- Fully fund special education – districts will currently have no choice but to continue funding sped with local levy
- Improve school construction formula- recognize the real cost of building and modernizing schools
- Fund legislative mandates – such as K-3 class-size reductions and Vocational class size reductions
- Support social-emotional and behavioral needs of students
- Advocate for protection of undocumented immigrant children – WSSDA supports DREAM Act
- Help schools support homeless students

### Legislative Priorities

• OSPI

- Postpone effective date of change in local levy structure to January 1, 2020. Current change reduces levy before state increases kick in.
- Revise local levy limit so districts can choose \$2,500 per resident student. (no help to WSD as long as \$1.50 limit on local levy remains).
- Revise local effort assistance formula to equalize funding at \$2,100 per student.
- Add language to codify and clarify the hold harmless language for 19-20.
- Delay K-3 class size compliance until 2019-20
- Modify language about LAP funding to create 3 year rolling average when computing 50% threshold.

Discussion points:

- Regionalization Factor – higher costs
- Some local districts not included in regionalization
- This budget is a Moving Target
- M&O Levy and the changes coming
- Salary changes= base \$68,000 and Top \$78,000
- State: Every district negotiates their own salaries
- WASA Legislative coming up with 4-5 priorities
- ESD also legislative focusing on priorities
- Focus is to remedy these problems
- 2018-19 transition year limited
- Legislation is now, not anxious to change
- Enrichment Levy - What is Basic Ed
- Not clear is the challenge
- Enrichment Levy OSPI
- State auditor’s office will evaluate how we are using the budgeted funds
- Lose \$5.5 M Levy – discussed in red on slide 9
- 2021 Levy will collect 1.50
- OSPI Multi Year Tool discussed
- Legislative priorities a place to watch
- Special Education in the red – most of the time
- School Construction funds
- No money for class size

The board thanked Mr. Vandervort, Mr. Arp and Ms. Schock for the informational update.

**Board Communication**

- Director Sunny Hemphill reported on her travels, for an afternoon, with Suzanne Stanton, WSD Homeless Liason. She was very impressed with the great job she is doing for the district and for homeless students and families.
- Director Sarah Knox thanked everyone in the district for the Board Appreciation Celebration.
  - Director Laura Jaecks attended the Jubilee at Columbia and reported that it was a wonderful event. She thanked Tyler and Jessica Russell for their volunteerism and all the help from a local church. She reported there was no proselytization at the school, as mentioned on social media.

**Superintendent’s Report**

- Arrangements made for travel to the WSSDA/WASA Legislative Conference/Assembly on January 28 – 29<sup>th</sup>, 2018. Brief summary of the itinerary of the conference
- Planning calendar and updated board schedule given to board members. Supt. Flonex asked for specific questions they would like to have included in the topic list, which was also given to the board members.
- WHS Schedule – looking at an independent consultant, recommended by Gene Sharratt, who could put together a matrix to help evaluate the schedule. There has been overwhelming support for Eric Anderson from his staff.

**Meeting Adjourned**

- **MEETING ADJOURNED:** President Michele Sandberg adjourned the meeting at 8:20 pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**WENATCHEE SCHOOL DISTRICT**

**February 13, 2018**

<b>TO:</b>	<b>BOARD OF EDUCATION</b>				
<b>FROM:</b>	Brian L. Fiones, Superintendent				
<b>PREPARED BY:</b>	Lisa N. Turner, Exectutive Director of Human Resources				
<b>SUBJECT:</b>	PERSONNEL REPORT				

**HIRES**

<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Classified:</b>						
Avey, Tina	Clinical Supervisor -Temporary	-	8.00	WHS	2/12/2018	-
Bright, Dixie	Para Assistant Child Care	-	4.50	WSHS	1/17/2018	-
Erho, Olga	Workshop Instructor	-	0.32	VAL	1/4/2018	6/15/2018
Flores, Ricardo	Migrant Para Ed	-	6.00	FMS	1/19/2018	-
Floyd, Paul	Para Ed - Read/Math	-	6.00	PIO	1/29/2018	-
Henley, Shelby	LAP Para	-	6.00	LNC	1/29/2018	6/15/2018
Hill, Troy	Utility Custodian	-	8.00	WHS	2/1/2018	-
Hudak, Renee	LAP Para	-	6.00	WA	1/29/2018	6/15/2018
Kuchler, Kristin	Sped Para Ed	-	5.00	Castlerock	1/31/2018	-
Lyon, Jill	Para Ed	-	6.00	WA	1/29/2018	6/15/2018
Rimes, Kevin	ASP Activity Instructor	-	2.00	Multiple Buildings	1/25/2018	8/29/2018
Smith, Brandi	Sped Para Ed	-	6.00	WA	1/29/2018	6/15/2018

**LEAVE OF ABSENCE**

<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Classified:</b>		-				
Bofto, Tanya (Intermittent)	Receptionist/ Secretary	-	8.00	WHS	1/23/2018	6/15/2018
Brown, Miesha	Para Ed	-	6.65	WA	3/12/2018	6/15/2018

Cannedy, Rhonda	Sped Para Ed	-	6.00	OMS	1/17/2018	3/7/2018
Larkin, Barbara	Administrative Secretary	-	8.00	DO	1/22/2018	2/2/2018
Lehman, Daniel (Intermittent)	Utility Custodian	-	8.00	WHS	1/10/2018	6/15/2018
Luna, Yadira	HS Secretary/ Receptionist	-	8.00	WHS	2/2/2018	6/15/2018
Ochoa, Luz	Para Ed	-	6.50	WA	1/22/2018	2/9/2018
Sanchez Arroyo, Nancy	Child/ Family Advocate	-	8.00	COL	3/5/2018	4/30/2018
Suan, Michelle	Nutrition Service Associate II	-	4.50	WHS	1/3/2018	6/15/2018
Wisemore, Lori	Para Ed	-	7.00	MV	2/1/2018	2/6/2018
<b>Certificated:</b>						
Estep, Abbie (Extended)	6th Grade Math Teacher	1.00	-	PIO	3/12/2018	4/9/2018
Hill, Courtney	5th Grade Teacher	1.00	-	COL	2/26/2018	6/15/2018
<b>RETURN FROM LEAVE OF ABSENCE</b>						
<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Classified:</b>						
Deardorff-Ramirez, Diane	Para Ed	-	6.00	WA	1/10/2018	-
Port, Curtis	Custodian	-	8.00	COL/LNC/NBY	1/22/2018	-
Rabey, Nancy	Assistant Accountant	-	8.00	DO	1/16/2018	-
Sheppard, Karen	Transportation Secretary	-	8.00	Trans	1/16/2018	-
Wright, Kassie	Directors Secretary	-	8.00	DO	1/24/2018	-
<b>Certificated:</b>						
Avila, Dahlia	4th Grade Teacher	1.00	-	COL	8/29/2018	-
Fineis, Jill	Science Coordinator	1.00	-	M&O	1/3/2018	-
Heffron, Rebecca	3rd Grade Teacher	1.00	-	COL	8/29/2018	-
Kirby, Molly	1st Grade Teacher	1.00	-	WA	8/29/2018	-
Malloy, Juanita	4th Grade Teacher	1.00	-	L&C	11/6/2017	-
Parr, Maia	4th Grade Teacher	1.00	-	WA	8/29/2018	-
Sellers, Kevin	Apex/Avid Teacher	1.00	-	WHS	1/3/2018	-
Spietz, Amy	PE Specialist	1.00	-	OMS	10/23/2017	-

West, Marie	1st Grade Teacher	1.00	-	L&C	11/6/2017	-
<b>RESIGNATIONS</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Classified:</b>						
Brady-Rowe, Mindy	Nutrition Service Associate I	-	2.50	LNC	1/19/2018	-
Long, Michael (Partial)	Bus Washer	-	3.25	Trans	1/16/2018	-
Schwarz, Julie	Directors Secretary - Safety & Sec	-	8.00	Trans	2/5/2018	-
<b>Certificated:</b>						
Force, Monique	Healty Living Teacher	1.00	-	FMS	6/30/2018	-
Quinn, Gina	Physical Therapist	0.40	-	LNC/MV	08/31/2018	-
<b>SUSPENSIONS</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Certificated:</b>						
Hertzog, Kari	Health/Fitness	1.00	-	WHS	1/23/2018	1/25/2018
<b>BUILDING TRANSFERS</b>						
Employee Name	Job	FTE	Hours/ day	Building	Effective Start Date	Effective End Date
<b>Certificated:</b>						
Dacey, Michael (From)	Sped Teacher	1.00	-	Transition House	08/30/2017	1/21/2018
Dacey, Michael (To)	Sped Teacher	0.40	-	SkillSource	01/22/2018	6/15/2018
Dacey, Michael (To)	Sped Teacher	0.60	-	WVTSC/ Private Schools	01/22/2018	6/15/2018
Hertzog, Kari (From)	Health/ Fitness	1.00	-	WHS	08/30/2017	1/28/18
Hertzog, Kari (To)	PE Specialist	0.40	-	MV	01/29/2018	-
Hertzog, Kari (To)	PE Specialist	0.20	-	L&C	01/29/2018	-
Hertzog, Kari (To)	PE Specialist	0.40	-	WA	01/29/2018	-

**RETIREMENTS**

<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
<b>Classified:</b>						
Scott, Lilbern (Les)	Lead Custodian	-	8.00	FMS	03/31/2018	-
Vandervort, Les	Chief Financial Officer	-	8.00	DO	07/31/2018	-
<b>Certificated:</b>						
Hessburg, Johnette	Sped Teacher	1.0	-	NBY	06/30/2018	-
Kellogg, Evelyn	Sped Teacher	1.0	-	FMS	06/30/2018	-
Lynch, Tim	History/English/PE Specialist	1.0	-	WSHS	06/30/2018	-
Reyna-Smith, Soyla	Kindergarten Teacher	1.0	-	NBY	06/30/2018	-
Sollom, Denese	Sped Teacher	1.0	-	LNC	06/30/2018	-

**2017-2018 SUPPLEMENTAL CONTRACTS**

<b>Employee Name</b>	<b>Job</b>	<b>FTE</b>	<b>Hours/ day</b>	<b>Building</b>	<b>Effective Start Date</b>	<b>Effective End Date</b>
Cone, Patty	NB Facilitator	-	-	-	-	-
Blyth, Rachel	Assistant Girls Swim	1.00	-	District	-	-
Finegold-Brine, Lynda	Assistant Girls Swim	1.00	-	District	-	-
Blair, Brian	Assistant Girls Basketball	0.67	-	FMS	-	-
Blauman, Byron	6th Girls Basketball	0.91	-	FMS	-	-
Cabbage, Sarah	AVID Site Coordinator	1.00	-	FMS	-	-
Hacho, Brittany	AVID Site Coordinator	1.00	-	OMS	-	-
Jagla, Paul	Assistant Wrestling	1.00	-	OMS	-	-
VanWagner, Kevin	Head Girls Basketball	1.00	-	OMS	-	-
Johnson, Lisa	6th Girls Basketball	1.00	-	PIO	-	-
Sugg, Fona	6th Girls Basketball	0.83	-	PIO	-	-
Benner, Scott	AVID Site Coordinator	0.50	-	WHS	-	-
Carreno, Monica	Assitant Mariachi Dance Advisor	0.50	-	WHS	-	-
McPhetridge, Holly	AVID Site Coordinator	0.50	-	WHS	-	-





Approval of vouchers and warrants

The following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment

General Fund

Check numbers 596731 through 596982 totaling \$665,996.39

Capital Projects Fund

Check numbers 596983 through 596986 totaling \$22,945.21

Associated Student Body Fund

Check numbers 596987 through 597041 totaling \$66,201.14

Transportation Vehicle Fund

Check number

Check numbers and amount of expenses will be provided at the board meeting.

Certification:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Wenatchee School District, and that I am authorized to authenticate and certify to said claim.

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Signature of Auditing Officer

Date



The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 13, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$755,142.74. The payments are further identified in this document.

Total by Payment Type for Cash Account, AP WARRANTS:  
Warrant Numbers 596731 through 597041, totaling \$755,142.74

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Check Amount
596731	4 KLIFT SERVICES INC.	02/14/2018	81.15
596732	A & A MOTORCOACH	02/14/2018	1,555.60
596733	AG SUPPLY COMPANY	02/14/2018	80.67
596734	AMAZON CAPITAL SERVICES	02/14/2018	9,811.58
596735	AMB TOOLS & EQUIPMENT	02/14/2018	677.37
596736	AMER TIME & SIGNAL	02/14/2018	1,070.56
596737	AMERICAN PRODUCE EXPRESS, LLC	02/14/2018	4,444.55
596738	AMERIGAS	02/14/2018	2,653.01
596739	APPLE COMPUTER INC	02/14/2018	7,663.74
596740	AVALON MUSIC INC	02/14/2018	214.40
596741	AVANT ASSESSMENT, LLC	02/14/2018	214.80
596742	AW REHN & ASSOC INC	02/14/2018	602.00
596743	AWSP/WASA	02/14/2018	590.00
596744	BARNES & NOBLE	02/14/2018	140.45
596745	BEESON, ANGALENA MARIE	02/14/2018	11.56
596746	BEESON, JAMES ARTHUR	02/14/2018	16.18
596747	BERGER, THERESA	02/14/2018	29.66
596748	BIRKS, RAY R	02/14/2018	37.61
596749	BISHOP JR, THOMAS H	02/14/2018	48.00
596750	BREAKOUT INC	02/14/2018	500.00
596751	BROCKIE, BRYAN JENNINGS	02/14/2018	215.72
596752	BRODART ORDER CENTER	02/14/2018	117.90
596753	BRYSON SALES & SERVICE	02/14/2018	1,830.31
596754	BSN SPORTS	02/14/2018	29,746.69
596755	BURROWS TRACTOR INC	02/14/2018	812.64
596756	BUSINESS TELECOM PRODUCTS INC	02/14/2018	295.66
596757	CAEMMERER, ADELE L	02/14/2018	87.42
596758	CAMPBELL, MARILEE	02/14/2018	26.08
596759	CAROLINA BIOLOGICAL SUPPLY	02/14/2018	134.08
596760	CASCADE NATURAL GAS CORP	02/14/2018	30,526.61
596761	CH2O INC.	02/14/2018	542.00
596762	CHINOOK MUSIC SERVICE INC	02/14/2018	1,002.97
596763	CITY TREASURER	02/14/2018	14,604.61

Check Nbr	Vendor Name	Check Date	Check Amount
596764	CLAY ART	02/14/2018	1,256.31
596765	COASTAL FARM AND HOME SUPPLY	02/14/2018	69.05
596766	COLEMAN OIL	02/14/2018	9,815.16
596767	COMMERCIAL PRINTING INC	02/14/2018	1,958.07
596768	COMMUNITY GLASS	02/14/2018	422.52
596769	COMPUTER TECHNOLOGY LINK	02/14/2018	8,708.47
596770	CONE, PATRICIA SHEA	02/14/2018	110.00
596771	CONGDON MAILING SERVICE	02/14/2018	88.61
596772	CONSOLIDATED ELECTRICAL DISTRI	02/14/2018	6,002.22
596773	CONSOLIDATED SUPPLY CO	02/14/2018	32.59
596774	CORDES, JOSEPH MICHAEL	02/14/2018	34.91
596775	COSTCO HOUSEHOLD BANK FSB DO	02/14/2018	399.94
596776	DANAHEY FEIL, ANDREA E	02/14/2018	98.73
596777	DANFORTH, MAURA G	02/14/2018	78.35
596778	DAY, STELLA CAROLINE	02/14/2018	25.00
596779	DELL COMPUTER CORP	02/14/2018	7,013.25
596780	DEMCO INC	02/14/2018	106.75
596781	DEPT OF LICENSING	02/14/2018	313.00
596782	DEPT OF LABOR & INDUSTRIES	02/14/2018	74.50
596783	DEVERA, LISA	02/14/2018	10.25
596784	DEVEREAUX, PATRICIA L	02/14/2018	40.40
596785	DEVEREAUX, SCOTT L	02/14/2018	160.00
596786	DILLARD, SHAUNA	02/14/2018	69.28
596787	DISCOUNT TIRE	02/14/2018	1,477.11
596788	DOOR TECH INC.	02/14/2018	249.32
596789	DREYER, KATHERINE LOUISE	02/14/2018	46.00
596790	DUAL LANGUAGE EDUC NEW MEXICO	02/14/2018	5,350.00
596791	EADIE, KAREN R	02/14/2018	225.00
596792	EAGLE, BILL DAVID	02/14/2018	75.73
596793	ECOLAB FOOD SAFETY SPECIALTIES	02/14/2018	30.84
596794	ECOLAB INC	02/14/2018	1,107.65
596795	EPHRATA HIGH SCHOOL	02/14/2018	60.00
596796	ERICKSON, DEANNE M	02/14/2018	116.16
596797	ESD 113	02/14/2018	165.00
596798	FASTENAL COMPANY	02/14/2018	484.05
596799	FERGUSON ENTERPRISES INC #3007	02/14/2018	178.33
596800	FIKE, TERRY LEN	02/14/2018	74.21
596801	FISHER, DUSTIN S	02/14/2018	7.63
596802	FLAGHOUSE	02/14/2018	834.08
596803	FLYNN SCIENTIFIC	02/14/2018	6,877.30
596804	FLYNN, GENE RENAE	02/14/2018	43.00
596805	FOLLETT SCHOOL SOLUTIONS, INC	02/14/2018	1,486.44
596806	FOOD SERVICE OF AMERICA	02/14/2018	54,297.25
596807	FOOSE, JANICE	02/14/2018	51.55
596808	FORD, MARTHA E	02/14/2018	20.39
596809	FRANZ FAMILY BAKERIES	02/14/2018	4,658.58
596810	FRED MEYER CUSTOMER CHARGES	02/14/2018	145.18
596811	GLAZE BAKERY LLC	02/14/2018	117.88
596812	GLAZER'S CAMERA, INC	02/14/2018	46.55
596813	GRANDVIEW SCHOOL DISTRICT 200	02/14/2018	120.00

Check Nbr	Vendor Name	Check Date	Check Amount
596814	HALL, DEVERI LUCILLE	02/14/2018	269.50
596815	HALLBERG, DIANE L	02/14/2018	16.80
596816	HAMMERBERG, BETH	02/14/2018	52.90
596817	HARGRAVES, BRENDA S	02/14/2018	55.00
596818	HELM, MARK A	02/14/2018	409.51
596819	HENRY SCHEIN INC	02/14/2018	393.52
596820	HERITAGE FOOD SERVICE GROUP	02/14/2018	561.70
596821	HOBART CORPORATION	02/14/2018	567.42
596822	HOME DEPOT	02/14/2018	158.73
596823	IMAGINE LEARNING	02/14/2018	6,668.00
596824	INIGUEZ, RICARDO	02/14/2018	137.69
596825	INLAND PIPE AND SUPPLY	02/14/2018	523.93
596826	INTERKAL LLC	02/14/2018	144.66
596827	INTRA DATA INC	02/14/2018	474.92
596828	IPEVO INC	02/14/2018	398.00
596829	IXL SUBSCRIPTION DEPT.	02/14/2018	1,317.00
596830	JACKSON, JAMES	02/14/2018	12,347.00
596831	JAECKS, LAURA R	02/14/2018	12.00
596832	JELSING, PETER E	02/14/2018	395.63
596833	JERRYS AUTO SUPPLY	02/14/2018	500.66
596834	JOHNSTONE SUPPLY INC	02/14/2018	271.38
596835	JORDAN, ALEXANDRA ARLENE	02/14/2018	11.24
596836	JOSTENS DIPLOMA DIVISON	02/14/2018	8.72
596837	JUNIOR LIBRARY GUILD	02/14/2018	224.61
596838	JW PEPPER & SON INC	02/14/2018	76.96
596839	KALAHAR, KORY G	02/14/2018	39.55
596840	KELLER SUPPLY COMPANY	02/14/2018	318.82
596841	KENNELLY KEYS MUSIC	02/14/2018	531.86
596842	KERSTETTER, RACHAEL BRAELYN	02/14/2018	20.71
596843	KEYHOLE INC	02/14/2018	22.76
596844	KING, ANDREW RAY	02/14/2018	88.00
596845	KING COUNTY DIRECTORS ASSN	02/14/2018	6,801.64
596846	KOVACH, JAMES	02/14/2018	13.42
596847	LARKIN, BARBARA LUCILE	02/14/2018	14.16
596848	LEAVITT, JEFFREY SCOTT	02/14/2018	32.53
596849	LEAVITT, SUSAN F	02/14/2018	33.86
596850	LIMA, MARIA ELENA	02/14/2018	13.48
596851	LINK TRANSPORTATION	02/14/2018	770.00
596852	LOCAL TEL COMMUNICATIONS	02/14/2018	150.41
596853	LOFTUS, PATRICK JOSEPH	02/14/2018	33.84
596854	LONG, MICHAEL RAY	02/14/2018	40.00
596855	LOWES HOME IMPROVEMENT	02/14/2018	949.54
596856	MACGILL	02/14/2018	304.64
596857	MACKIN LIBRARY MEDIA	02/14/2018	671.22
596858	MARSH, BRANDON C	02/14/2018	53.40
596859	MARSON AND MARSON LUMBER INC	02/14/2018	127.40
596860	MCCONKEY COMPANY	02/14/2018	563.72
596861	MCCOURT, HEATHER G	02/14/2018	58.00
596862	MCMANUS, MARGARET WEBSTER	02/14/2018	73.14
596863	MICRO COMPUTER SYSTEMS	02/14/2018	386.98

Check Nbr	Vendor Name	Check Date	Check Amount
596864	MIKES PIANO TUNING	02/14/2018	285.00
596865	MILLIETTE, JUDY CUTLER	02/14/2018	23.76
596866	MORRIS, CHELSEA A	02/14/2018	31.20
596867	MORRIS, DAVID L	02/14/2018	82.99
596868	MOSAIC COOPERATIVE LLC	02/14/2018	7,500.00
596869	NC MACHINERY	02/14/2018	128.46
596870	NCW WRESTLING OFFICIALS	02/14/2018	1,056.86
596871	NEOFUNDS BY NEOPOST	02/14/2018	2,000.00
596872	NORCO INC	02/14/2018	497.91
596873	NORTH CENTRAL ESD	02/14/2018	138,386.07
596874	NORTH COAST ELECTRIC	02/14/2018	252.65
596875	NOYD, CYNTHIA	02/14/2018	300.00
596876	NW PBIS NETWORK, INC	02/14/2018	350.00
596877	NW VITAL RECORDS CTR INC	02/14/2018	20.00
596878	O'REILLY AUTOMOTIVE STORES	02/14/2018	195.06
596879	OFFICE DEPOT	02/14/2018	9,218.83
596880	OLLERTON-CABALLERO, MICHA M	02/14/2018	274.81
596881	ORANGE CO DEPT OF EDU	02/14/2018	92.00
596882	ORIENTAL TRADING COMPANY INC	02/14/2018	351.76
596883	ORRCO	02/14/2018	215.00
596884	OSPI CHILD NUTRITION SERV	02/14/2018	21,190.19
596885	OXARC	02/14/2018	1,042.70
596886	PACIFIC SECURITY	02/14/2018	4,340.00
596887	PAPA JOHNS PIZZA	02/14/2018	346.34
596888	PASCO HIGH SCHOOL	02/14/2018	160.00
596889	PATTERSON BUCHANAN FOBES	02/14/2018	55.50
596890	PC & MACEXCHANGE	02/14/2018	2,990.00
596891	PEPIN, RICK D	02/14/2018	66.00
596892	PEREZ, LUIS	02/14/2018	8.90
596893	PERKINS, DAVID D	02/14/2018	590.09
596894	PLANK ROAD PUBLISHING	02/14/2018	167.45
596895	PLATT ELECTRICAL SUPPLY	02/14/2018	784.13
596896	POSTMASTER	02/14/2018	225.00
596897	PRICHARD, LUCAS ROBERT	02/14/2018	41.62
596898	PRO BUILD CO., LLC	02/14/2018	334.46
596899	PTOLEMY, WENDY MARIE	02/14/2018	25.00
596900	PUD NO 1 OF CHELAN COUNTY	02/14/2018	24,677.32
596901	PUGET SOUND JOINT CO-OP	02/14/2018	900.00
596902	R E WHITTAKER COMPANY	02/14/2018	69.52
596903	R/P GUERRERO FARM	02/14/2018	1,450.00
596904	RATH, KARLYN M	02/14/2018	3.49
596905	REALLY GOOD STUFF	02/14/2018	393.11
596906	REV.COM INC	02/14/2018	63.00
596907	RHYTHMBEE INC	02/14/2018	225.00
596908	RICOH USA, INC.	02/14/2018	16,083.90
596909	RIGHT! SYSTEMS INC	02/14/2018	6,335.92
596910	ROBOTICS EDUCAT & COMPETITION	02/14/2018	1,235.00
596911	ROLFS, SARA	02/14/2018	119.81
596912	RWC INTERNATIONAL LTD	02/14/2018	51,906.94
596913	SAFEWAY INC	02/14/2018	1,044.58

Check Nbr	Vendor Name	Check Date	Check Amount
596914	SAN FRANCISCO SOURDOUGH EATERY	02/14/2018	38.07
596915	SBS FOODS, INC	02/14/2018	1,861.20
596916	SCHETKY NORTHWEST SALES	02/14/2018	553.38
596917	SCHOLASTIC ART	02/14/2018	16.48
596918	SCHOOL ART MATERIALS	02/14/2018	240.86
596919	SCHOOLS INSURANCE ASSOC OF WA	02/14/2018	431.80
596920	SEABECK, SUSAN F	02/14/2018	62.73
596921	SEARS, CYNTHIA W	02/14/2018	13.35
596922	SENTRY CUSTOM SECURITY	02/14/2018	128.75
596923	SHERWIN WILLIAMS	02/14/2018	533.00
596924	SIMS, KELLY R	02/14/2018	81.72
596925	SINKO, KAMI JO	02/14/2018	13.99
596926	SKILLS USA INC	02/14/2018	680.00
596927	SMITH EXCAVATION INC	02/14/2018	9,127.71
596928	SOCIAL THINKING PUBL.	02/14/2018	235.08
596929	SOLARWINDS.NET INC	02/14/2018	3,717.04
596930	SOLUTION TREE LLC	02/14/2018	2,916.00
596931	SONGSMITH STRING INSTRUMENTS	02/14/2018	70.46
596932	SPRINGBROOK FARMS, INC	02/14/2018	13,741.33
596933	STAGE KIDS - WA	02/14/2018	100.00
596934	STANS MERRY MART	02/14/2018	564.43
596935	STEARNS, BEA	02/14/2018	18.00
596936	STERICYCLE COMM SOLUTIONS	02/14/2018	87.62
596937	STUBBE, PAMELA JOAN	02/14/2018	47.72
596938	TACOMA SCREW PRODUCTS INC	02/14/2018	39.63
596939	TACONY CORPORATION	02/14/2018	200.31
596940	TEACHER CREATED RESOURCES	02/14/2018	173.68
596941	THACKERAY, ZANE	02/14/2018	137.00
596942	THINKWRITE TECHNOLOGIES LLC	02/14/2018	2,689.70
596943	THOMPSON, JERRY	02/14/2018	3,000.00
596944	TOTAL CARE	02/14/2018	4,035.00
596945	TRANSFINDER	02/14/2018	1,750.00
596946	TRONSON, DENNIS HILTON	02/14/2018	995.33
596947	TROXELL COMMUNICATIONS	02/14/2018	2,179.15
596948	TUPPER, CHARLES EDWARD	02/14/2018	80.00
596949	TURF STAR INC	02/14/2018	67.70
596950	TURNER, LISA NAOMI	02/14/2018	36.00
596951	TURNER MARIMBAS	02/14/2018	2,750.00
596952	ULINE	02/14/2018	153.68
596953	US BANK CORPORATE PAYMENT SYST	02/14/2018	24,831.82
596954	VALDEZ, EDWARD L	02/14/2018	90.47
596955	VANDERVORT, LESLEY S	02/14/2018	237.52
596956	VERIZON WIRELESS	02/14/2018	404.28
596957	VEX ROBOTICS, INC	02/14/2018	863.40
596958	WARDS NATURAL SCIENCE	02/14/2018	307.80
596959	WASWUG	02/14/2018	700.00
596960	WCP SOLUTIONS	02/14/2018	11,371.16
596961	WEINSTEIN BEVERAGE CO	02/14/2018	882.84
596962	WEN PETROLEUM CO	02/14/2018	921.13
596963	WEN SAND & GRAVEL	02/14/2018	613.59

Check Nbr	Vendor Name	Check Date	Check Amount
596964	WEN SMART CHOICE P S TIRE FACT	02/14/2018	62.94
596965	WEN VALLEY HOSPITAL	02/14/2018	366.63
596966	WEN VALLEY SHUTTLE	02/14/2018	1,550.12
596967	WENGER	02/14/2018	1,021.41
596968	WESCO PAINT & EQUIPMENT SUPPLY	02/14/2018	1,511.97
596969	WICKEL, LISA M	02/14/2018	7.70
596970	WILBUR ELLIS COMPANY LLC	02/14/2018	651.98
596971	WILGUS, EMILY EUNJIN	02/14/2018	80.24
596972	WILLIAMS, TRAVIS	02/14/2018	30.16
596973	WILSON, MICHAEL E	02/14/2018	45.02
596974	WOOLSEY, JON MARK	02/14/2018	80.55
596975	WSD	02/14/2018	35.80
596976	WSD ADMIN IMPREST	02/14/2018	1,392.14
596977	WSIPC	02/14/2018	220.50
596978	WSSDA	02/14/2018	700.00
596979	YAKSUM ORCHARD	02/14/2018	207.00
596980	YANCEY, DAVID W	02/14/2018	1,246.59
596981	YANEZ, SOCORRO	02/14/2018	99.67
596982	ZEHM, SHELLY R	02/14/2018	28.00
596983	GOUROCK INC	02/14/2018	5,512.76
596984	KING COUNTY DIRECTORS ASSN	02/14/2018	11,637.40
596985	MOE ASPHALT PATCHING	02/14/2018	3,843.86
596986	WSD 246	02/14/2018	1,951.19
596987	AMAZON CAPITAL SERVICES	02/14/2018	366.28
596988	ATHLETIC EQUIPMENT SERVICE LLC	02/14/2018	125.74
596989	BARBOSA SR, VICTOR MANUEL	02/14/2018	15.00
596990	BERGMAN, STEVE	02/14/2018	104.25
596991	BROOKLYN PUBLISHERS LLC	02/14/2018	13.75
596992	BROWN UNIVERSITY	02/14/2018	500.00
596993	BSN SPORTS	02/14/2018	33.19
596994	BUTTARS, BOBBI	02/14/2018	104.25
596995	CAFFE D'ARTE	02/14/2018	217.46
596996	CASTRO, ALBERT	02/14/2018	400.00
596997	CLOKE, CHRISTOPHER A	02/14/2018	22.44
596998	COSTCO HOUSEHOLD BANK FSB DO	02/14/2018	653.14
596999	COURTYARD BY MARRIOTT BELLEVUE	02/14/2018	3,953.76
597000	CWU DEPARTMENT OF MUSIC	02/14/2018	300.00
597001	EASTBAY INC	02/14/2018	2,804.86
597002	FAN CLOTH PRODUCTS LLC	02/14/2018	6,232.00
597003	FIFTH AVENUE THEATRE	02/14/2018	110.00
597004	FOOTHILLS MIDDLE SCHOOL	02/14/2018	563.00
597005	GEAR UP SPORTS LLC	02/14/2018	461.99
597006	GONZALEZ, RODOLFO B	02/14/2018	80.00
597007	GUNDERSEN, TYLER	02/14/2018	12.00
597008	HAGLUNDS TROPHIES	02/14/2018	1,096.14
597009	HARTLEY, MIKE	02/14/2018	12.00
597010	HOFFMAN, AMBER MARIE	02/14/2018	54.19
597011	ICICLE RIVER COMPANY	02/14/2018	3,667.50
597012	JAMIESON, ANGELA	02/14/2018	144.25
597013	JELSING, SHELLY	02/14/2018	85.62

Check Nbr	Vendor Name	Check Date	Check Amount
597014	JIMMY JOHNS	02/14/2018	256.70
597015	JOSTENS	02/14/2018	4,800.00
597016	JOURNEY TRAVEL & TOURS	02/14/2018	18,703.30
597017	JW PEPPER & SON INC	02/14/2018	154.97
597018	LEYTHAM, ASHLEY	02/14/2018	104.25
597019	LINK TRANSPORTATION	02/14/2018	235.00
597020	LYON, MATTHEW CRAIG	02/14/2018	24.00
597021	MOSES LAKE HIGH SCHOOL	02/14/2018	200.00
597022	NCWMEA	02/14/2018	816.00
597023	OFFICE DEPOT	02/14/2018	225.05
597024	PNW KEY CLUB CONVENTION	02/14/2018	1,385.00
597025	R & S VENDING	02/14/2018	1,301.00
597026	RICH CRIGLER DBM INC	02/14/2018	764.54
597027	SAFEWAY INC	02/14/2018	92.06
597028	SCOTT, KAYLA	02/14/2018	104.25
597029	THREE LAKES GOLF COURSE	02/14/2018	493.92
597030	TORRES, LUIS	02/14/2018	15.00
597031	TORRES, SHELBY A	02/14/2018	18.34
597032	US BANK CORPORATE PAYMENT SYST	02/14/2018	3,680.89
597033	WA DECA	02/14/2018	6,160.00
597034	WEINSTEIN BEVERAGE CO	02/14/2018	424.30
597035	WEN WORLD	02/14/2018	909.48
597036	WHS	02/14/2018	68.89
597037	WILKINS, TIA	02/14/2018	15.00
597038	WSD	02/14/2018	1,364.63
597039	WSD FOOD SERVICES CATERING	02/14/2018	674.00
597040	WSDDJA	02/14/2018	77.76
597041	WVC	02/14/2018	1,000.00

311 Computer Check(s) For a Total of 755,142.74

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	311	Computer	Checks For a Total of	755,142.74
Total For	311	Manual, Wire Tran, ACH & Computer	Checks	755,142.74
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	755,142.74

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	-2,122.20	0.00	668,118.59	665,996.39
20	Capital Projects	0.00	0.00	22,945.21	22,945.21
40	Associated Stude	-60.98	0.00	66,262.12	66,201.14



## February 13, 2018 Board Meeting

### Submission Summary Form for District Contracts

Submit **unsigned** contracts to the District office for review at least two weeks before the scheduled School Board meeting. Upon review, the contracts will be submitted to the Superintendent's office, to be included on the consent agenda for School Board approval. Federally funded contracts must be accompanied with proof that the vendor has not been "Suspended or Debarred". *All District contracts require school board approval.*

*The only authorized signatures on contracts are Brian Flonas, Jon Dejong, Les Vandervort, or the School Board.*

Date	New / Renewal / Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Reviewed by	PO Required?
01/24/18	Renewal	No	Washington State University	Student Teaching	\$0	1/1/18 - 12/31/2023	Lisa Turner	Les	No
					<b>Budget Code</b>				
					N/A				
01/24/18	New	No	Foster Pepper LLC	Bond Counsel Engagement Letter for the Issuance of Unlimited Tax General Obligation Bonds	\$80,050	Upon Approval until Completed	Brian Flonas	Les	Yes
					<b>Budget Code</b>				
					9700-11-7000-000				
01/23/18	Renewal	Yes	Cascade Columbia Fisheries Enhancement Group	Interactive & experiemental educational oportunitites	\$4,000	2017-2018 School Year	Jodi Payne Smith	Les	Yes
					<b>Budget Code</b>				
					5200-31-7000-000-3010				
01/22/18	New	No	Micro K-12	RFP WSD-20171031	\$51,970	7/1/18 - One time purchase	Dave Yancey	Les	Yes
					<b>Budget Code</b>				
					9700-65-9000-000				
01/23/18	New	No	NCESD Contract #1801700148	Apple STEM Partner Allocation	\$4,000	9/1/17 - 8/31/18	Diana Haglund	Les	Yes
					<b>Budget Code</b>				
					N/A				
01/16/18	Renewal	No	Public Consulting Group	Medicaid LEA Billing Compliance Agreement	\$0	Upon Approval - No end date	Trisha Craig	Les	No
					<b>Budget Code</b>				
					N/A				
01/31/18	New	Yes	CWU Gear Up - SOAR2	Subaward Agreement Contract #2227880001YR4	\$63,892	1/13/18 - 9/24/18	Karen Walters / Bill Eagle	Les	No
					<b>Budget Code</b>				
					N/A				
01/31/18	Revision	Yes	CWU Gear Up - MOSAIC	Subaward Agreement Contract #22120600DC2	\$19,573	9/26/17 - 6/25/18	Karen Walters / Bill Eagle	Les	No
					<b>Budget Code</b>				
					N/A				
01/17/18	New	No	Tall Timbers Ranch	Pioneer 6th grade Outdoor Ed Camp	\$7,245	5/23/18 - 5/25/18	Greg Simmons / Dan Wilson	Les	Yes
					<b>Budget Code</b>				
					203-4400				

## February 13, 2018 Board Meeting

### Submission Summary Form for District Contracts

Submit **unsigned** contracts to the District office for review at least two weeks before the scheduled School Board meeting. Upon review, the contracts will be submitted to the Superintendent's office, to be included on the consent agenda for School Board approval. Federally funded contracts must be accompanied with proof that the vendor has not been "Suspended or Debarred". *All District contracts require school board approval.*


*The only authorized signatures on contracts are Brian Fiones, Jon Dejong, Les Vandervort, or the School Board.*

Date	New / Renewal / Revision	Federal Yes/No	Agency	Purpose	Amount	Effective Dates	Staff Person Responsible for Contract	Reviewed by	PO Required?
01/31/18	New	No	Women's Resource Center of NCW	Homeless Student Stability Grant	\$72,000	8/1/17 - 6/30/18	Karen Walters / Bill Eagle	Les	No
					<b>Budget Code</b>				
					5824-24-7000-000				
01/29/18	Renewal	No	School Data Solutions	Share state/district assessment records	\$0	2/1/18 - 8/31/18	Ron Brown	Les	No
					<b>Budget Code</b>				
					N/A				
01/31/18	New	No	Dr. Janet Gordon	Leadership	\$65 Hr	1/15/18 - 8/31/18	Brian Fiones	Les	Yes
					<b>Budget Code</b>				
					9700-11-7000-000				
02/05/18	New	No	Jostens Inc	Yearbook Agreement for 2018-2019 school year	Not Set	2018-2019 School Year	Travis Williams / Jacob Bucholz	Les	Yes
					<b>Budget Code</b>				
					402-4550				
02/05/18	New	No	Courtyard Mariot	Conference room for DECA conference	\$400	3/1/18	Sierra Larkin / Jacob Bucholz	Les	Yes
					<b>Budget Code</b>				
					402-4425				
02/07/18	New	No	Solution Tree	Design Five workshop for middle school staff	\$17,000	6/25/18 - 6/26/18	Rob Cline	Les	Yes
					<b>Budget Code</b>				
					5501-31-7100-203				
01/08/18	New	No	Eastern WA University - 2nd Time	Cooperative Teaching Agreement	\$0	1/1/18 - 6/30/21	Lisa Turner	Les	No
					<b>Budget Code</b>				
					N/A				
					<b>Budget Code</b>				



## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your *unsigned* contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval. All contracts require school board approval. The only authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?
01/24/18	Renewal	Washington State University	Student Teaching	∅	January 1, 2018- December 31, 2023	<u>Lisa Turner</u>		NA
				Budget Code		I have read this contract and recommend it for board approval.		
				N/A		Initial 1-24-18 Date		

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name Washington State University  
 Attention: Heidi Ritter - Field Services Office  
 Street address or PO Box PO Box 2114  
 City, State, Zip Code Pullman, WA 99164-2114  
 Email Address hritter@wsu.edu  
 Phone Number 509-335-0925

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

**Contract Details (Give a brief description of the contract):**

Contracted Services - Student Teaching

**WASHINGTON STATE UNIVERSITY  
MEMORANDUM OF AGREEMENT**

**Concerning Student Teaching and  
Related Educational Service Programs of  
The College of Education**

This agreement, made and entered into by and between WENATCHEE S.D. NO. 246, hereinafter called the “**District**”, and WASHINGTON STATE UNIVERSITY, hereinafter called the “**University**”, is for the purpose of providing cooperative arrangements for student teaching and related educational experiences for students enrolled in the College of Education, Washington State University.

**I. The District agrees:**

- A. To provide laboratory resources and related educational services to students enrolled in the student teaching programs of the College of Education, Washington State University.
- B. To assist/cooperate in the collection of data/research which will help the University evaluate its programs and potential success of its pre-service teachers.
- C. To insure that cooperating teachers provide appropriate supervision of interns. Students should be treated as professionals and be expected to follow all rules and regulations established by the school district. It will be the school district’s responsibility to see that interns are made aware of such rules and regulations. The school district may remove an intern from placement for violating district rules and regulations or for such actions the district views as detrimental to the students in the classroom. The College/University will be consulted before final action is taken.

**II. The University agrees:**

- A. That in accordance to RCW 43.43.830, pre-service teachers will not be placed in field experiences in the District with unsupervised access to children until a background check by the Washington State Patrol and Federal Bureau of Investigation, including fingerprint clearance, is complete and the Office of Professional Practices of the State Superintendent of Public Instruction has notified the University that the candidate is cleared for such placement. Fingerprint and character clearance under RCW 28A.410.010 must be current at all times during the field experience.
- B. To make assignments for student teaching that will adhere to the following criteria of WAC Title 181-Chapter 78A and the Department of Teaching and Learning:
  - Field experiences integrated throughout the preparation program and include experience with diverse populations in a variety of settings.
  - Student teaching/internship experience is performance-based and students are expected to demonstrate a positive impact on student learning.

- The student teaching/internship experience is a semester in length (ranging from 12-16 weeks depending on program) and is under the supervision of persons with a minimum of three years experience in the classroom.
  - Minimum of 12 hours of observation/consultation by college supervisor.
- C. To assign a faculty member with public school experience and a master's degree in education or related field to serve as supervisor of student teachers in the District. This supervisor shall be responsible for coordinating services of the University, including, without limitation, the orienting and advising of cooperating teachers regarding student teaching and related educational experiences, and the supervision of student teachers.
- D. To provide a stipend of \$200.00 per semester for teacher or teachers who supervise a student teacher.
- E. To provide participating teachers with the Student Teaching Handbook and Resource Guide and evaluation materials.
- F. To be responsible, in cooperation with the District teacher(s) to whom the candidate is assigned, for the final evaluation of the candidate's completion of student teaching.
- G. To place education students participating in field experiences other than student teaching (practica, observations, research projects, tutoring) through the Field Experience Office, utilizing appropriate forms for placement and evaluation of each experience. (No remuneration will be paid by the college for such experiences.)
- H. To meet as needed with district and college personnel to plan, evaluate, and modify the student teacher program and field experiences.
- I. To arrange placements and remuneration made as part of the counseling and administrative internship programs through the Department of Educational Leadership and Counseling Psychology.
- J. Liability Coverage Provisions: Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. The District will accept placement of only those students who are insured against liability for actions or inactions occurring in the internship setting. Students participating in the educational program will be covered by insurance acquired by the student. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be provided to the District upon request. Should proof of insurance not meet with the District's approval and satisfaction, the District can refuse to accept any student for placement.

Washington State University is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and claims against Washington State University and its employees, officers, and agents in the performance of their duties and this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.



**III. It is mutually agreed that:**

- A. The central administration of the District and the Coordinator of Field Placement, appointed by Washington State University, will be responsible for assigning student teachers, selecting cooperating teachers who have a minimum three years teaching experience who understand learners, learning, and teaching, possess good communication skills, and are willing to share teaching responsibilities and autonomy. These parties are also responsible for working out the student's program of experience in cooperation with principals and cooperating teachers; provided, however that the School District reserves the right to terminate any student teacher when it is in the best interests of the district to do so but will consult with the university supervisor before doing so.
- B. Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of candidates.
- C. In assigning student teachers and in reimbursing cooperating teachers, it is recognized that, in many instances, it may be desirable for the student to work with more than one cooperating teacher, and in more than one field.
- D. When student teachers are assigned exclusively to certain specialized fields with directors and consultants who act as direct supervisors of such student teachers with responsibility comparable to that of a high school department head, it will be possible to allocate a proportion of the administrative fee to the supervisor.
- E. The representative of Washington State University who supervises the student teacher program is responsible for working with the District to provide itemized billing to Washington State University for each student teacher and the allocation of funds to be paid. Payments by Washington State University are to be due at the conclusion of each student teaching period.
- F. The term of this agreement shall be for five years, beginning January 2018. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year. The University reserves the right to cancel this agreement at any time in the event funds are not appropriated by the Washington Legislature for the teacher preparation program at Washington State University.
- G. Each party certifies that it will not discriminate in the performance of this Agreement on the basis of race, color, national origin, gender, sexual orientation (to include gender identity), religion, veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, in compliance with (a) Presidential Executive Order 11246, as amended, including the Equal Opportunity Clause contained therein; (b) Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and the Affirmative Action Clauses contained therein; (c) the Americans with Disabilities Act of 1990, as amended; and (d) Washington state civil rights and nondiscrimination laws. The parties further agree they will not maintain facilities which are segregated on the basis of race, color, religion or national origin in compliance with Presidential Executive Order 11246, as amended, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities and employment practices.

Any party may terminate this agreement by written notice to the other party at least thirty days in advance of the beginning of any University semester. Nothing in this Article shall be construed to permit either party to require such termination to occur during any University semester.

IN WITNESS WHEREOF the parties have caused these presents to be executed by their appropriate signatures.

\*\*\*\*\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Designated Signature  
WENATCHEE S.D. NO. 246

\_\_\_\_\_  
Print Name and Title

**WASHINGTON STATE UNIVERSITY**

Recommended:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Heidi Ritter, Program Coordinator  
Department of Teaching and Learning,  
College of Education

Approved:

\_\_\_\_\_  
Date


\_\_\_\_\_  
Phyllis Erdman, PhD  
Associate Dean for Academic Affairs  
College of Education  
Washington State University

RETURN TO: Washington State University  
College of Education  
Attention: Heidi Ritter  
PO Box 642114  
Pullman WA 99164-2114



**MEMORANDUM**

TO: Lisa Turner, Human Resources

FROM: Heidi Ritter  
Program Coordinator 

DATE: January 9, 2018

SUBJECT: Student Teaching Contract

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In an effort to reduce printing and postage costs we are sending our contract renewal offer to you exclusively via email.

Enclosed please find a contract between WENATCHEE S.D. NO. 246 and Washington State University. We appreciate our relationship with your schools and teachers, and hope we can continue our partnership in the coming years. Our contract with your district has expired, yet we have teacher candidates placed in your district this semester.

Please review, sign and **return the signed contract to me** either via email or through the mail. After all signatures have been collected, an original contract will be returned to you.

If you have any questions, please don't hesitate to contact me at either [hritter@wsu.edu](mailto:hritter@wsu.edu) or 509-335-0925.

My postal mailing address is:  
Heidi Ritter  
WSU College of Education  
Field Services Office  
PO BOX 2114  
Pullman, WA 99164-2114

Enclosures




## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your unsigned contract to Denise Watson at least 3 weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? <small>(District Office)</small>	Attorney Review Required?
01/24/18	New	Foster Pepper PLLC	Bond Counsel Engagement Letter for the Issuance of Unlimited Tax General Obligation Bonds	\$80,050	Upon Approval - Until Completed	-		
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
				9700-11-7000-000	No	Initials		
							Today's Date	<small>Decided at DO</small>

**Agency Contact Information** (who & where contract needs to be mailed)

Agency Name Foster Pepper PLLC  
 Attention: \_\_\_\_\_  
 Street address or PO Box 618 West Riverside Avenue suite 300  
 City, State, Zip Code Spokane, WA 99201-5102  
 Email Address \_\_\_\_\_  
 Phone Number 509-777-1600

**Contract Details** (Give a brief description of the contract):  
 If this is a revision, what changed?

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_

Signature

Requires Edits? \_\_\_\_\_

# FOSTER PEPPER PLLC

January 18, 2018

Honorable Board of Directors  
Wenatchee School District No. 246  
235 Sunset Ave.  
Wenatchee, WA 98807

**Re: Bond Counsel Engagement Letter for the Issuance of Unlimited Tax General  
Obligation Bonds**

Honorable Board of Directors:

Foster Pepper PLLC greatly appreciates the opportunity to provide continuing service as bond counsel to Wenatchee School District No. 246, Chelan County, Washington (the "District"). The purpose of this engagement letter is to set forth certain matters concerning the services we will perform as bond counsel to the District in connection with the issuance of the above-referenced bonds (the "Bonds"). The Bonds will be submitted to the District's voters on April 24, 2018, and that the Bonds will be issued to finance costs of expanding and modernizing Wenatchee High School. We also understand that the District anticipates selling the Bonds in multiple series over several years and that each series of the Bonds will likely be sold to Piper Jaffray & Co., Seattle, Washington (the "Purchaser"), through negotiated sales. This letter serves as a contract between the District and Foster Pepper PLLC (sometimes referred to herein as "Foster Pepper" or the "Firm").

## SCOPE OF ENGAGEMENT

In this engagement, we will perform the following duties as bond counsel for each series of Bonds issued: (1) subject to the completion of proceedings to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of interest on the Bonds from gross income for federal income tax purposes; (2) prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds, and coordinate the authorization and execution of such documents; (3) review legal issues relating to the structure of the Bonds; and (4) review the section of the official statement, private placement memorandum or other form of offering or disclosure document to be disseminated in connection with the sale of the Bonds involving the description of the Bonds, the source of payment and security for the Bonds, any continuing disclosure undertaking and the federal income tax treatment of interest on the Bonds.

Our Bond Opinion will be addressed to the District and will be delivered by us on the date each series of the Bonds are exchanged for their purchase price (the "Closing"). The Bond Opinion will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other

618 West Riverside Avenue, Suite 300, Spokane, WA 99201-5102 tel: 509.777.1600 fax: 509.777.1616

foster.com



January 18, 2018

Page 2

persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the District after each series of the Bonds are issued with applicable laws relating to such Bonds. During the course of this engagement, we will rely on the District to provide us with complete and timely information on all developments pertaining to any aspect of each series of Bonds and their security. We understand that officials and employees of the District will cooperate with us in this regard.

### ATTORNEY-CLIENT RELATIONSHIP

Upon execution of this engagement letter, the District will be our client and an attorney-client relationship will exist between us. In this transaction we represent only the District, we are not counsel to any other party, and we are not acting as an intermediary among the parties. Our services as bond counsel regarding the Bonds are limited to those contracted for in this letter. The District's execution of this engagement letter will constitute an acknowledgment of those limitations. Our representation of the District regarding the Bonds will be concluded upon issuance of the final series of Bonds. Nevertheless, subsequent to each Closing, we will mail the appropriate Internal Revenue Service Form 8038, and prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to each series of the Bonds.

The District may terminate our representation at any time and for any reason, with notice. In addition, we may withdraw from the representation, but only in accordance with the applicable Washington Supreme Court's Rules of Professional Conduct. If we choose to withdraw from this engagement, we will notify the District in writing.

### CONFLICTS

*Bond Financing and Purchaser.* Upon execution of this engagement letter, Foster Pepper will represent the District as its bond counsel in connection with the Bonds. Foster Pepper presently represents (and has from time to time represented) the Purchaser as underwriter's counsel on financings by other municipal issuers. Our representation of the Purchaser, however, is unrelated to the issuance of the Bonds. Foster Pepper will represent the District in negotiating a bond purchase agreement regarding the sale of the Bonds to the Purchaser.

The Washington Rules of Professional Conduct prohibit an attorney, and all members of that attorney's firm, from representing a client in a matter which is adverse to the interests of another client of the firm. This is called a conflict of interest. The conflict of interest arises because a lawyer has a duty of loyalty to every client, even if the lawyer is not representing the client in a particular matter. Since Foster Pepper will represent the District as bond counsel with respect to the Bonds and represents the Purchaser on unrelated matters, a conflict of interest is presented.

The Rules of Professional Conduct allow clients to waive conflicts of interest when: (1) the lawyer reasonably believes the representation of the one client will not adversely affect the relationship with the other client; (2) the representation is not prohibited by law; (3) the representation does not involve the assertion of claims by one client against another client in a



January 18, 2018

Page 3

proceeding in which the lawyer representing both clients; and (4) all clients consent in writing after full disclosure of the material facts. We have considered the conflicts presented here, and we believe that it is appropriate to ask the District to waive the conflicts. We have obtained a written waiver from the Purchaser for any conflicts that may arise from our representation of issuers who issue bonds underwritten by the Purchaser. If you have any questions, however, we would encourage you to seek legal advice from the District's general counsel or the Office of the Chelan County Prosecuting Attorney.

The primary risk associated with waivers of conflicts of interest in circumstances like this is the risk that confidential information of one client will be disclosed to the other client, to the disadvantage of the first client. We believe that risk will not be present for either the District or the Purchaser in this matter for the following reasons. First, the attorneys representing the Purchaser will be different than the attorneys that represent the District. Second, the attorneys representing the Purchaser will not have access to the District's files and confidential information relating to this matter. Third, material financial information learned about the District that the attorneys in our firm working on these financings obtain, must in any event be made available to the Purchaser under securities laws.

Our representation of the Purchaser is not prohibited by law. And, Foster Pepper is not representing the Purchaser on this issue or in any related proceedings in which we are also representing the District.

Another risk associated with waivers of conflicts of interest is the risk that a lawyer will not zealously represent one client out of fear of offending another client. We assure the District that we will continue to represent the District's interests fully and to the best of our abilities. We anticipate that the issuance of the Bonds will proceed amicably and all parties will be satisfied with the results. However, it is always possible that disputes or even litigation between the District and/or the Purchaser may arise in the future. In that event, we will not be able to represent any party in that dispute.

Execution of this letter will confirm that the District has consented to our representation of the Purchaser consistent with the circumstances described in the foregoing paragraphs, and that the District has waived the conflicts of interest identified herein.

*Regarding Other Foster Pepper Clients.* Our Firm represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the District, one or more of our present or future clients will have transactions with the District. It is also possible that we may be asked to represent, in an *unrelated* matter, one or more of those types of clients. For example, from time to time we serve as counsel to bond underwriters or purchasers, or we represent neighboring governments, or we assist developers in land use or environmental matters. We do not foresee, however, that any such prior or future representation will adversely affect our ability to represent the District as provided in this letter, either because such matters were or will be sufficiently different from the issuance of each series of the Bonds so as to make such representations not adverse to our representation of the District,



January 18, 2018

Page 4

or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of each series of the Bonds. Execution of this letter will signify the District's consent to our representation of others consistent with the circumstances described in this paragraph. To the extent we believe such future representation may adversely affect our representation of the District, we will disclose such representation to the District and, if required by ethical rules, seek the appropriate District consent. However, the District's consent to our representation of other clients as described in this paragraph does not extend to our firm's lawyers representing a client in any litigation or similar dispute adverse to the District before any court or similar forum. A separate waiver would need to be sought, based on the facts of the relevant dispute.

**FEE**

Based upon: (1) our current understanding of the terms, structure, size and schedule of the financing represented by the Bonds; (2) the duties we will undertake pursuant to this engagement letter; (3) the time we anticipate devoting to the financing; and (4) the responsibilities we will assume in connection therewith, our fee (including out-of-pocket costs) will be determined according to the following schedule for each series of the Bonds issued:

Principal Amount	Fee
\$10,000,000-\$24,999,999	\$24,050 + \$0.95 per \$1,000 in excess of \$10,000
\$25,000,000-\$49,999,999	\$38,300 + \$0.65 per \$1,000 in excess of \$25,000
\$50,000,000-\$74,999,999	\$54,550 + \$0.45 per \$1,000 in excess of \$50,000
\$75,000,000-\$99,999,999	\$65,800 + \$0.37 per \$1,000 in excess of \$75,000
\$100,000,000+	\$75,050 + \$0.25 per \$1,000 in excess of \$100,000

Handwritten notes on a yellow sticky note:

75,050  
 5,000  
 20,000  
 125  
 80,050  
 COST TO USD  
 9700 11 2018 (circled)

For example, our bond counsel fee for a series of the Bonds in the aggregate amount of \$60,000,000 would be \$59,050. This amount is derived from adding \$4,500 (\$10,000,000 divided by \$1,000 and multiplied by \$0.45) to the base fee of \$54,550. Our fee described in the foregoing fee schedule may increase if: (1) material changes in the structure, size or schedule of the financing occur (e.g., the addition of a refunding or defeasance component to any series of the Bonds or issuance of any series of the Bonds as tax credit bonds); (2) the ballot proposition for the Bonds must be submitted at multiple elections before it is approved; (3) we are requested to prepare the official statement in connection with the sale of any series of the Bonds; or (4) unusual or unforeseen circumstances arise that require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of the foregoing fee schedule, we will advise the District in writing. Our fee will be paid at the time of Closing of each series of the Bonds. The Board hereby authorizes the Purchaser to deduct our fee from the price paid to the District for each series of the Bonds and to pay the fee directly to us via wire transfer. The Board consents to payment of our fee in this manner. **Payment of our fee is contingent on a successful election and Closing of each series of the Bonds.** If for any reason, however, the financing represented by each series of the Bonds is completed without the delivery of our Bond Opinion as bond counsel, or our services are otherwise terminated, we will expect to be compensated at our normal hourly rates for time

January 18, 2018

Page 5

actually spent on the District's behalf; provided that, (1) we submit a billing statement to the District that describes the time, legal services and expenses incurred on the District's behalf, and (2) such compensation shall not exceed the amount of the fee that would have been paid had the particular series of the Bonds closed with our Bond Opinion.

**RECORDS**

Upon request, papers and property furnished by the District will be returned promptly. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable to the Board, please approve this letter at an open public meeting, have two duplicate originals of this letter executed by the Secretary to the Board, and return one original to me. Please retain one executed original for the District's files. We look forward to working with you. Thank you.

Sincerely,

FOSTER PEPPER PLLC



James P. McNeill III

The terms of engagement set forth herein are accepted and approved by the Board of Directors this \_\_\_\_ day of \_\_\_\_\_, 2018.

WENATCHEE SCHOOL DISTRICT NO. 246  
CHELAN COUNTY, WASHINGTON

By: \_\_\_\_\_  
Brian L. Flones  
Superintendent and Secretary to the Board of Directors



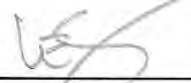
## "Federal" Contract Cover Sheet

### Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson **at least 3 weeks** before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Flonex, Jon DeJong, Les Vandervort, or the School Board.

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
01/23/18	RENEW	Cascade Columbia Fisheries Enhancement Group (CCFEG)	To provide interactive and experiential educational opportunities for all of the 3rd graders in the district by raising salmon and teaching lessons in each of the 7 elementary schools.	Up to \$4,000	2017-2018 School Year	<u>Jodi Smith Payne</u>		Decided at DO
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
				5200.31.7000.000.3010	NO	Initials <u>JSP</u> 1.23.2018 Today's Date		

**Federally Funded Agreements for Professional Services:**

Quotes are not necessary when using **federal** grant money to pay for professional services provided from another government agency such as an ESD or another school district.

However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

If the vendor is not from the ESD, OSPI or a school district and professional services are less than \$75,000, you must obtain at least three quotes and maintain records with the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (per Circular A-102)

Any purchase in excess of \$75,000, must use the formal bid process to obtain sealed bids and retain all documentation.

If the purchases are not federally funded, then follow the state requirements (RCW 28A.335.190).

Before entering into a vendor contract, check the vendor for suspension and debarment at [www.sam.gov](http://www.sam.gov), **print and submit** a copy with your contract.

**Agency Contact Information** (who & where contract needs to be mailed)

Agency Name: Cascade Columbia Fisheries Enhancement Group (CCFEG)  
 Attention: Jason Lundgren, Executive Director  
 Street address or PO Box: PO Box 3162  
 City, State, Zip Code: Wenatchee, WA 98801  
 Email Address: [jason@ccfeg.org](mailto:jason@ccfeg.org)  
 Phone Number: 509.888.7268

**Contract Details** (Give a brief description of the contract):

*If this is a revision - what changed?*

**\*\*PLEASE GIVE COPY TO ANGIE KNUDTSON\*\***

CCFEG's desire to assist the Wenatchee School District providing educational opportunities for all of the 3rd graders in the district by raising salmon and teaching lessons in each of the 7 elementary schools (Schools for Salmon)

**Reviewed by Attorney**

Signature \_\_\_\_\_

**Requires Edits?**

\_\_\_\_\_

Project Agreement  
(Schools for Salmon)

THIS PROJECT AGREEMENT ("Agreement") is hereby entered into this date by and between the WENATCHEE SCHOOL DISTRICT 246 ("WSD"). And the CASCADE COLUMBIA FISHERIES ENHANCEMENT GROUP ("CCFEG") sometimes collectively referred to as the "Parties."

**RECITALS**

The Cascade Columbia Fisheries Enhancement Group desires to assist the WENATCHEE SCHOOL DISTRICT to provide interactive and experiential educational opportunities for all of the 3<sup>rd</sup> graders in the district by raising salmon as well as teaching lessons in each of the 7 elementary schools in the district (The Project).

**Whereas**, the CCFEG and WSD have had a successful partnership providing hands-on STEM experiences for thousands of local students since 2013

**Whereas**, in the 2016-2017 the CCFEG successfully raised 800 summer Chinook salmon within 8 schools in the WSD through "Schools for Salmon" program. This project was largely viewed as a success by all parties involved.

**Whereas**, the WSD has expressed interest in continuing the "Schools for Salmon" program in all of the elementary schools located within the district.

**Whereas**, the CCFEG has the experience and expertise to support WSD staff in bringing the Next Generation Science Standards (NGSS) into practice through this project.

**Whereas**, the CCFEG and WSD have already begun planning for this Project through meetings with the "Salmon Team" that includes CCFEG staff, WSD staff, and one teacher from each of the 7 elementary schools involved.

**NOW, THEREFORE**, in consideration of the mutual benefits herein contained and the foregoing representations, which are incorporated by this reference into the Agreement, The Parties agree as follows:

**1. Purpose.**

The purpose of this Agreement is to provide for cooperative and coordinated efforts related to the Project. To accomplish this purpose, this Agreement sets forth the duties and responsibilities between the Parties related to the Project.



## 2. Scope of Services.

The WSD shall provide all materials, and equipment to raise salmon at 7 elementary schools. CCFEG will provide staff to assist with the set-up, maintenance, and decommissioning of all WSD salmon tanks. CCFEG staff will participate in 6 “Salmon Team” meetings to provide input and expertise. CCFEG will lead 2 different lessons (fish dissections, aquatic ecology, aquatic macroinvertebrates or other related topic) to all 3<sup>rd</sup> grade classes in each of the 7 elementary schools. WSD staff will partner with CCFEG staff to develop the lesson plans for each of the 2 lessons so they will incorporate NGSS performance expectations selected by the “Salmon Team”.

## 3. Project Supervision.

The Project details will be coordinated by the “Salmon Team”. CCFEG and WSD staff members, and community volunteers will supervise the Project. Specific personnel are listed below:

Jennifer Herdmann – CCFEG

Jason Lundgren – CCFEG

Jodi Smith – WSD

Jill Fineis – WSD

## 4. Budget.

4.1 Funding for the Project is being provided by the Wenatchee School District.

4.2 Upon completion of the Services, CCFEG will submit an invoice and an accounting of Services rendered to the WSD pursuant to this Agreement.

4.3 Upon verification of CCFEG’s accounting of services rendered the WSD will pay CCFEG the amount of \$4,000 less the amount of any mutually agreed costs or services. The WSD reserves the right to make pro-rata deductions from this amount to be paid to CCFEG for services not provided by CCFEG as required above.

4.4 The CCFEG is an independent contractor and will not receive any benefits extended to WSD employees such as worker’s compensation or liability coverage. CCFEG is solely responsible for the acts of its employees and agents. The CCFEG shall pay all federal, state, and local taxes or contributions imposed or required under employment insurance., social security, and income tax laws as a result of this Agreement. The CCFEG shall obtain all required business licenses or other permits required to perform this Agreement. Except as otherwise set forth herein, CCFEG shall bear any costs and expenses of performing this Agreement, including but limited to vehicle expenses, auto insurance, travel expenses, telephone expenses, and supplies.

**5. Timeline.**

The parties will work together to schedule the specific timeline for the Project. This Project should be completed no later than June 15<sup>th</sup>, 2018

**6. Mutual Indemnity.**

The WSD and CCFEG shall indemnify, defend, and hold harmless its respective officers, agents, and employees from and against any and all claims, losses, or liability, or any portion thereof, arising from injury or death to persons or damage to property occasioned by a negligent act, omission or failure of the WSD or CCFEG, its officers, agents, contractors, and employees, in connection with the work described in this Agreement.

**7. Notices.**

All notices and other communications hereunder shall be in writing and shall be deemed to have been duly given if personally delivered or mailed, by certified mail, with postage prepaid,

If to the WSD, to:       Wenatchee School District  
                                  Asst. Superintendent of Instruction and Learning  
                                  235 Sunset Ave  
                                  Wenatchee, Washington 98801

If to the CCFEG, to:    Cascade Columbia Fisheries Enhancement Group  
                                  Executive Director  
                                  PO Box 3162  
                                  Wenatchee, Washington 98807

Notices shall be deemed given upon personal delivery or, if mailed, upon the earlier of actual receipt or three (3) business days after the date of mailing.

**8. Cancellation or Breach.**

All expenses and damages incurred by the WSD as a result of the failure of CCFEG to comply with the notice provisions above shall be the responsibility of the CCFEG.

**9. Assignment by CCFEG.**

The CCFEG shall not assign, transfer, convey, or pledge, or otherwise dispose of this Agreement without prior written consent of the WSD.

10. Severability.

If any provision of this Agreement or its application to any person or circumstance is held invalid, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

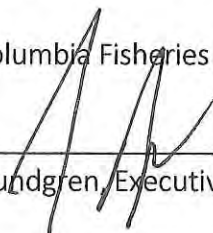
11. Termination.

The Parties may terminate the Agreement at any time and for any reason upon ten days written notice to either party.

Agreed to this 23 day of January, 2018.

Cascade Columbia Fisheries Enhancement Group

Wenatchee School District

By:  \_\_\_\_\_  
Jason Lundgren, Executive Director

By: \_\_\_\_\_

Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

# Search Results

**Current Search Terms: cascade\* columbia\* fisheries\* enhancement\* group\***

Your search for "cascade\* columbia\* fisheries\* enhancement\* group\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	CASCADE COLUMBIA FISHERIES ENHANCEMENT GROUP	Status: <b>Active</b> 
<b>DUNS:</b> 138622514	<b>CAGE Code:</b> 33WS2	<a href="#">View Details</a>
<b>Has Active Exclusion?:</b> No	<b>DoDAAC:</b>	
<b>Expiration Date:</b> 11/01/2018	<b>Debt Subject to Offset?:</b> No	
<b>Purpose of Registration:</b> All Awards		



- Search Records
- Data Access
- Check Status
- About
- Help
- Disclaimers
- Accessibility
- Privacy Policy
- FAPIS.gov
- GSA.gov/IAE
- GSA.gov
- USA.gov

IBM vL P8.20180125-1243

www7

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.





**Contract Coversheet (Non-Federal)  
 Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are *Brian Flores, Jon DeJong, Les Vandervort, or the School Board.*

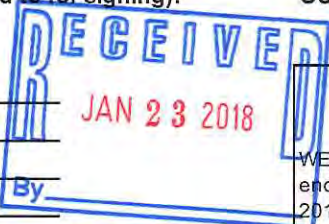
Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by?	Is a PO Required?	Attorney Review Required?
01/22/18	New	Micro K-12	RFP WSD-20171031	\$51,970	1 July 2018 -One Time Purchase	<u>Dave Yancey</u>	 I have read this contract and recommend it for board approval.	yes	This is decided at the district office.
				Budget Code		 Initial			
				9700 65 9000 000		22 Jan 18 Date			

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name Micro K-12  
 Attention: Damon Chlarson  
 Street address or PO Box 12631 BEVERLY PARK RD  
 City, State, Zip Code LYNNWOOD WA 98037-8501  
 Email Address dclarson@microk12.com  
 Phone Number 425-212-2746

**Contract Details** (Give a brief description of the contract):

If this is a revision, what has changed?



WENATCHEE SCHOOL DISTRICT #246 (WSD) is seeking proposals for endpoint hardware on the accepted CSDM dark fiber for the 2018-2019E-Rate year. WSD is soliciting proposals for purchasing and installation of district-wide endpoints (16 locations) and one core location (District Office). All installation, testing, and certifications are to be completed within local, state, and Erate guidelines and regulations.  
**SERVICES REQUESTED:**  
 Goals are to have a high-speed network backbone that will provide 1Gbps with an option of 10Gbps connections to each of its 16 anchor schools consolidating to core district operations.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_





12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

### Vendor Contract for Planned E-Rate Purchases

\_\_\_\_\_ agrees to purchase from MicroK12, the attached items through the E-Rate  
(District name)  
Program for \_\_\_\_\_  
(470 or RFP #)

The purchase of said items may be contingent on any of the following:

1. Approval of associated E-Rate funding through USAC
2. Final approval of District's fiscal budget
3. Approval of District's school board

These Terms and Conditions ("Agreement") are between MicroK12 and the entity identified as the district ("District"), each referred to as a "Party" and collectively referred to as the "Parties." This Agreement consists of these Terms and Conditions, Sales Order(s) and any forms or authorizations attached hereto and are incorporated herein by reference. The Parties agree to be bound by this Agreement and affirm that each have caused this Agreement to be executed by their respective duly authorized representatives on the dates written below their names.

Services(s). For purposes of this Agreement, "Service(s)" shall mean a variety of products and services available for use in transporting information within the school to the classroom, within a library to public areas, or to administrative areas or other buildings. MicroK12 will provide Service(s) as referenced on the Sales Order(s) in accordance with the terms of this Agreement.

Change Order (s) If changes are required during the course of a project, a Change Order(s) will be provided and work will continue upon agreement and execution of the Change Order(s) and in conjunction with a Service Substitution per E-Rate regulations for E-Rate eligible equipment and services.

Exclusions. Any part, material, service or item not explicitly included in this document is excluded from the proposal.

Term Commitment. Service will be delivered July 1 through September 30 of the funding year corresponding to Customer's funding request or when specified by Customer through a Notice to Proceed.

Invoicing. MicroK12 will invoice using the SPI option at the district's request. Should the district choose to purchase equipment and/or services *prior* to receiving funding approval from USAC, they will need to seek reimbursement from USAC using the BEAR option.

Term Renewal. Contract is for a term of three (3) years. Upon expiration of the Initial Service Term and as long as Customer is not in default of the terms of this Agreement, Customer may extend their Service(s) under the same terms and conditions in one (1) year increments, for up to two (2) years.

\_\_\_\_\_  
District Authorized Representative (Signature and title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
MicroK12 Authorized Representative (Signature and title)

\_\_\_\_\_  
Date

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# OPERATIONAL TECHNOLOGY

Dave Yancey, Director

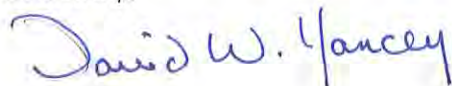
## RFP WSD-20171031

Universal Service Administration Co. (USAC) requires applicant to have a fair and competitive bidding process. When applying for Erate, a form 470 is posted outlining the requirements the applicant must follow to ensure all service providers have access to review and compete for the requested services and hardware.

The posting is available for viewing at local, state, and national levels for all respondents to review and choose whether they wish to offer quotes for hardware (in this particular RFP) and the district received 2 quotes for review (included in Board packet).

Upon posting the request for proposal quotes, the district must wait 28 days before beginning review and making a decision based on all submittals. The 28 days was completed in December 2017 and after reviews, provided to the Board for approval.

Sincerely,





RFP WSD-20171031



*WSD Fiber Hardware*



# Lit fiber:

- ❖ Vendor configured and controlled (provisioned).
- ❖ Data speed depends on leased agreement (you get what you pay for).
- ❖ Often reliant on powered switches in the middle of the vendor network for connections.

# Dark fiber:

- ❖ Vendor owned, district configured and controlled.
- ❖ Data speeds controlled by the district with a single agreement of access (district sets the limits for how much it wants and needs with it's own equipment).
- ❖ Reliable transport connection with no required power in-between locations (building to central office).



# Fiber Hardware Requirements

District Wide Area Networks are controlled by network hardware that route data traffic from buildings to the District Office, then to the internet through the state K-20 network.



Erate is federal funding for:

- Category 1 (data transport and internet access) and
- Category 2 (internal equipment and maintenance)
- May cover up to 80% of special construction and one-time non-recurring fees.



# RFP Vendor Hardware Costs

Hardware to support dark fiber (WAST included)

RFP VENDOR	1GB	10GB
<b>Micro K-12 (Ruckus)</b> <ul style="list-style-type: none"> <li>• Non-Proprietary</li> </ul>	N/A	\$51,970.38
<b>Computech (Cisco)</b> <ul style="list-style-type: none"> <li>• Proprietary</li> <li>• Non-Proprietary</li> </ul>	\$94,921.68 \$51,222.47	\$148,389.80 \$77,258.93



# Final Scoring of Vendors

Table 1

Evaluation area	Micro K-12 (Ruckus)	Comments	Compunet (Cisco)	Comments
30% - Pricing of eligible goods and services	30	1/3 price non-proprietary	20	3x's the price on Cisco branded
20% - The vendor's relevant experience, qualifications and success in providing support for support services and equipment.	20	Uses manufacture's engineers to do after the sale support, direct engineer access up front. Ruckus partner. 1. Yelm SD: Great value and reliability, no performance issues, you get great vlaue on price per performance- 2. Highline SD best value out there for district needs, reliable, support much easier to get to than Cisco.	20	Cisco Gold Partner with Master Collaboration, Security, and Advanced certifications Eastmont SD 206: Great services, wireless, voip security, Engineer comes out for all deployment. Teach you all you need to know, does not push service contract. Mulitple support personnel. An engineering company, solution provider for all access to engineers. Knowledgeable with all firmware deployments.
20% - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.	20	Met timeframe of submission window. Proposal exceeded requirements of set specifications with better pricing/performance.	20	Met timeframe of submission window. No references offered but contacted Eastmont SD for feedback.
20% - The quality and duration of the manufacture's proposed warranty period, specifically: items covered; period covered; items not covered; equipment EOL windows ; software maintenance (if applicable); engineering configuration support; training of district personnel (if required); and any other factor that should be considered in evaluating this area of the vendor's proposal.	20	Outlined in individual sections, Limited lifetime warranty (5 years from ship), licensing capabilities built into hardware, 90 days support for all deployment and configuration.	10	Outlined in individual sections. Smartnet required for hardware (one type per SM agreement), MFG 1 year. Contract as needed support for as needed sessions.
10% - Pricing of ineligible goods and services.	10	Matched eligible pricing	10	Matched eligible pricing
	<b>100</b>		<b>80</b>	



Evaluation area	Micro K-12 (Ruckus)	Comments	Compunet (Cisco)	Comments
30% - Pricing of eligible goods and services	30	1/3 price non-proprietary	20	3x's the price on Cisco branded
20% - The vendor's relevant experience, qualifications and success in providing support for support services and equipment.	20	Uses manufacture's engineers to do after the sale support, direct engineer access up front. Ruckus partner. 1. Yelm SD: Great value and reliability, no performance issues, you get great value on price per performance-2. Highline SD best value out there for district needs, reliable, support much easier to get to than Cisco.	20	Cisco Gold Partner with Master Collaboration, Security, and Advanced certifications Eastmont SD 206: Great services, wireless, voip security, Engineer comes out for all deployment. Teach you all you need to know, does not push service contract. Multiple support personnel. An engineering company, solution provider for all access to engineers. Knowledgeable with all firmware deployments.
20% - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.	20	Met timeframe of submission window. Proposal exceeded requirements of set specifications with better pricing/performance.	20	Met timeframe of submission window. No references offered but contacted Eastmont SD for feedback.
20% - The quality and duration of the manufacture' s proposed warranty period, specifically: items covered; period covered; items not covered; equipment EOL windows ; software maintenance (if applicable); engineering configuration support; training of district personnel (if required); and any other factor that should be considered in evaluating this area of the vendor's proposal.	20	Outlined in individual sections, Limited lifetime warranty (5 years from ship), licensing capabilities built into hardware, 90 days support for all deployment and configuration.	10	Outlined in individual sections. Smartnet required for hardware (one type per SM agreement), MFG 1 year. Contract as needed support for as needed sessions.
10% - Pricing of ineligible goods and services.	10	Matched eligible pricing	10	Matched eligible pricing
<b>Total Score:</b>	<b>100</b>		<b>80</b>	

Equipment Eligible Costs	Model	Pricing Erate/District -WAST Included	Pricing total	Model	Pricing Erate/District -WAST Included	Pricing total
Core Chassis	ICX7650-48F	\$4,973.10	\$4,973.10	WS-C3850-24XS-S	\$7,887.73	\$7,887.72
Tranceivers for core chassis 1Gb *16	No Bid	No Bid		CWDM-SFP-XXXX	\$1,516.08	\$24,257.32
3rd party trancheivers for core chassis 1Gb *16	No Bid	No Bid		CDWM-SFP-XXXX-COM	\$150.48	\$2,407.69
Tranceivers for core chassis 10Gb *16	No proprietary components	No proprietary components		CWDM-SFP10G-XXXX	\$3,186.96	\$50,991.36
3rd party trancheivers for core chassis 10Gb *16	XBR-SFP8G-XXXX 10G CWDM SFP+40km DOM	\$410.78	\$6,572.48	CWDM-SFP-10G-XXXX-COM	\$964.12	\$15,425.93
Supplier notes*	(FS.COM)			Manufacture not listed, Cisco compatible		
Remote building Chassis *16	ICX7450-24	\$2,115.77	\$33,852.32	WS-C3650-24PD-S	\$2,407.46	\$38,519.36
Tranceivers for core chassis 1Gb *16	No Bid	No Bid		CWDM-SFP-XXXX	\$1,516.08	\$24,257.28
3rd party trancheivers for core chassis 1Gb *16	No Bid	No Bid		CDWM-SFP-XXXX-COM	\$150.48	\$2,407.69
Tranceivers for core chassis 10Gb *16	No proprietary components	No proprietary components		CWDM-SFP10G-XXXX	\$3,186.96	\$50,991.36
3rd party trancheivers for core chassis 10Gb *16	XBR-SFP8G-XXXX 10G CWDM SFP+40km DOM	\$410.78	\$6,572.48	CWDM-SFP-10G-XXXX-COM	\$964.12	\$15,425.93
		Ruckus and 3rd Party (10Gb)	\$51,970.38			
				Cisco Proprietary (1Gb)		\$94,921.68
				Cisco 3rd Party (1Gb)		\$51,222.47
				Cisco Proprietary (10Gb)		\$148,389.80
				Cisco 3rd Party (10Gb)		\$77,258.93

## **OBJECTIVE:**

20171031\_WSD\_Fiber Hardware  
Form 470 Application # 180000036  
WDM Fiber Endpoint Hardware Solution  
WENATCHEE SCHOOL DISTRICT #246

WENATCHEE SCHOOL DISTRICT #246 (WSD) is seeking proposals for endpoint hardware on the accepted CSDM dark fiber for the 2018-2019E-Rate year. WSD is soliciting proposals for purchasing and installation of district-wide endpoints (16 locations) and one core location (District Office). All installation, testing, and certifications are to be completed within local, state, and Erate guidelines and regulations.

## **SERVICES REQUESTED:**

**Goals are to have a high-speed network backbone that will provide 1Gbps with an option of 10Gbps connections to each of its 16 anchor schools consolidating to core district operations.**

## **SCOPE AND HISTORY OF PROJECT:**

WSD currently uses Cisco routers on the WAN, HP switches on the LAN, and Ruckus wireless controllers in its network, and aims to use gigabit/ POE gigabit Ethernet or better hardware throughout internal connections.

The RFP reflects the current proposed services requested on the Erate 470 forms. The proposal embodies the entire Wenatchee School District

### **Wenatchee School District 246 consists of sixteen sites and one core site:**

- 7 Elementary Buildings (K-5)
- 3 Middle Schools (6-8)
- 2 High Schools (9-12)
- 3 Alternate Education sites (Castlerock ECLC, Valley Academy, and WVTSC)
- 1 Operational Division location (Maintenance and Technology)
- District Office (core)

### **Basic Existing Network Overview:**

There are currently 18 locations on leased fiber and provisioned by the owner/carrier as a single VLAN using routing via Cisco 2901 and all circuits consolidating in the district office MDF where services are handed off to the border group and passed to the state K-20 as a service provider. 2 of these locations will not be covered on this network or RFP and will be managed under a separate 470.

Wenatchee School District has awarded the dark fiber service that will be accomplished in the 2018-2019 Erate window and is now looking to compliment that winning service bid with the proper hardware to match the CWDM topology awarded.

The currently wireless controller is a Ruckus VSZ that controls 300+ wireless access points at the Wenatchee School District locations.



## **SERVICE PROVIDER CRITERIA AND CONTRACT REQUIREMENTS**

Wenatchee School District 246 wishes to take advantage of E-Rate funding discounts. Bid prices must remain firm for a period of 180 days after award of contract. A contractor may request a minimum increase in costs upon district approval for new technologies not available at time of bidding.

The successful bidder will be responsible for qualifying in the Federal E-Rate program. Items not eligible for E-rate shall be itemized in the bid. WSD will pay the vendor using District funds for these non-eligible E-rate purchases. Prices must be held firm for the duration of the E-Rate Funding Year 2018 ending June 30, 2019 or until all hardware associated with the project(s) are complete (including any SLD approved extensions). These projects and services depend on partial funding from the E-rate program.

- **Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.**
- **All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.**
- **The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471. Applicant will submit the form 472 (BEAR form reimbursement process).**
- **NO billing can take place before July 1, 2018.**
- **In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.**
- **The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted**
- **The contractor is responsible for providing an FCC Registration Number (FRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive**
- **WSD shall be guaranteed full benefit of a price reduction for equipment/services.**
- **Vendor shall maintain all bids, Proposals, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's request.**
- **Maintaining and provide to the district a fixed asset list (packing list) of E-rate ordered equipment with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format as well as packing lists.**
- **Costs incurred by Bidders in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the ordered equipment.**

The Applicant reserves the right to deny any or all proposals associated with this RFP if requirement or conditions are not met.

Failure to follow the above criteria and requirements may be considered grounds for disqualification.

Proposals must be received by our office via email per the procurement schedule. No late, or bids delivered other than via us postal mail will be accepted.



**SUBMITTING RFPs:** Envelopes containing RFPs must be sealed, marked, and addressed as shown in the example below.

Wenatchee School District  
Business & Finance  
Attn: Fiber Hardware RFP  
235 Sunset Avenue  
Wenatchee, WA 98801

Additional information to be noted on the submittal envelope must include the RFP title and number, the respondent's name and address, and the RFP opening date.

Respondent's Name and Address  
RFP title/number: 20171031\_WSD\_Fiber Hardware\_RFP  
Proposal Due Date: NLT November 30th, 2017, received and stamped by close of business.

Request for proposal shall use this and any attached forms in submitting RFPs.

## **PROJECT**

Two manufacture lines will be accepted:

- Cisco
- Brocade (Ruckus)

District Core Chassis X2

Must meet minimum standards for technical specifications (real-world technical example: WS-C3850-24XS-S) for 24port, 10GB Fiber capable L3 Switch with 24 SFP ports

Remote Building x17

Must meet minimum standards for technical specifications (real-world technical example: WS-C365024PD-S) 24port PoE plus L3 switch, with 4 10GB fiber capable SFP ports.

SFP+ (16 sets, meet requirements outlined in Exhibits, Figure 1

Must meet minimum standards of Modules AXSxx-192-40 (and specify the wavelengths)

- 1470nm 2 sets (2 sfp = 1 set)
- 1490nm 2 sets (2 sfp = 1 set)
- 1510nm 2 sets (2 sfp = 1 set)
- 1530nm 2 sets (2 sfp = 1 set)
- 1550nm 2 sets (2 sfp = 1 set)
- 1570nm 2 sets (2 sfp = 1 set)
- 1590nm 2 sets (2 sfp = 1 set)
- 1610nm 2 sets (2 sfp = 1 set)

Chassis SFP Specifications:

Operating data rate up to 10.3Gbps

Distance up to 40km over SMF

Single 3.3V Power supply and TTL Logic Interface

Duplex LC Connector Interface, Hot Pluggable

Compliant with SFP+ MSA Specification SFF-8431

Compliant with IEEE 802.3ae 10GBASE-ER

Compliant with IEEE 802.3ae 10GBASE-EW

Compliant with SFF-8472

Operating Case Temperature Standard:0°C~+70°C

This pricing shall include:

1. Delivery of each component to district shipping/receiving location.
2. All quotes must be from a vendor certified for resale by manufacturer. Vendor is to indicate the E-rate eligibility of each part.
3. Tax and shipping is to be included on all quotes.

## **PROCUREMENT SCHEDULE**

The procurement schedule for this project is as follows: Note: WSD reserves the right to adjust this schedule as necessary.

Post 470---Completed

Add RFP to Form 470 Application # 180000036 10/31/2017

Add Wenatchee Website---10/31/2017

Vendor Consultation, (open during the entire 28-day posting)

Final Bids Due----11/30/2017 2:00 PM PST and stamped by the district office.

Award Bids-Board Meeting 1/10/2018

Sign Contract---TBD by district.

## **EVALUATION PROCEDURES**

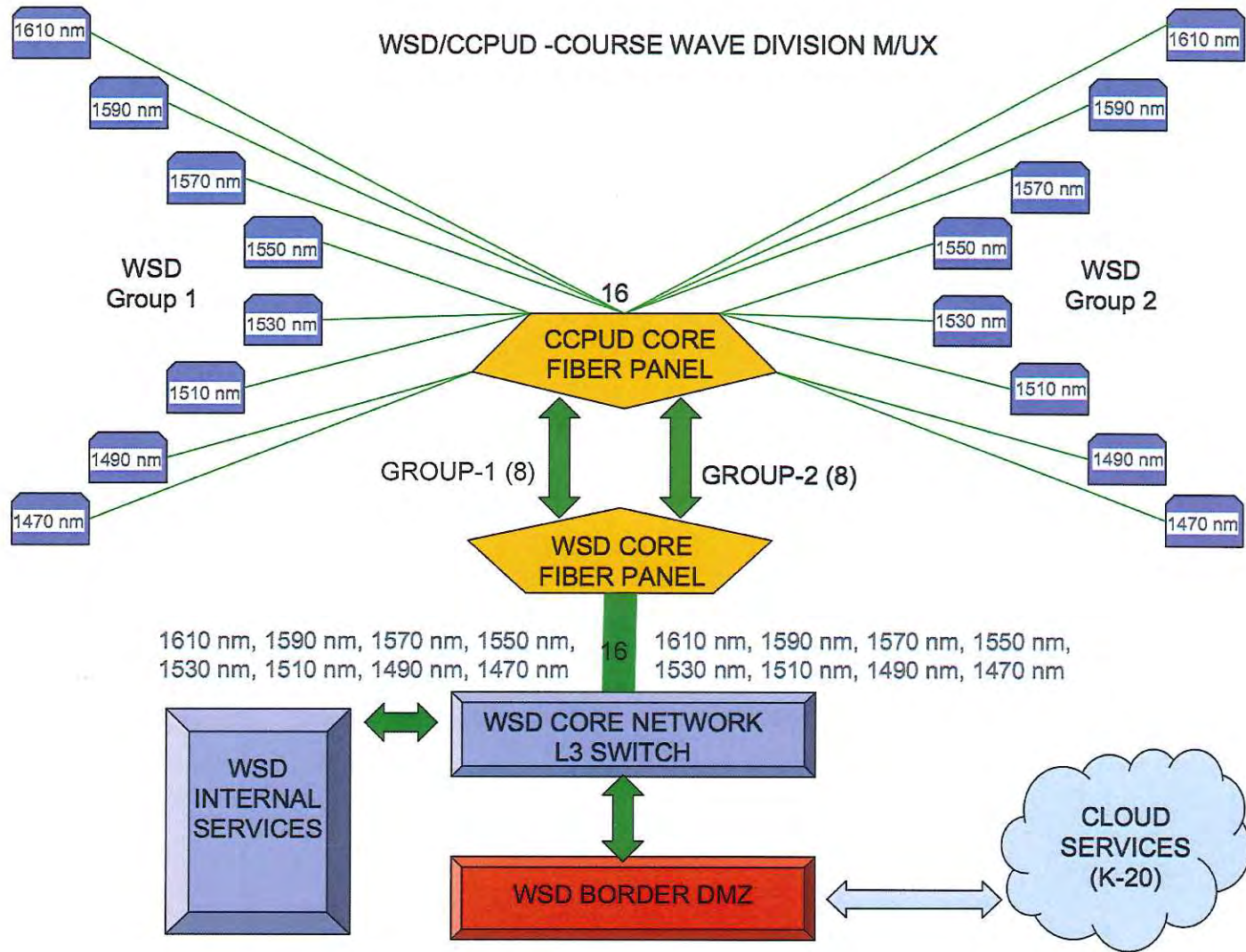
The evaluation will be performed by the RFP Coordinator and evaluation staff for services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of WSD.

WSD will evaluate proposals from vendors using a scale on the basis of the following matrix:

1. 30% - Pricing of eligible goods and services
2. 20% - The vendor's relevant experience, qualifications and success in providing support for support services and equipment.
3. 20% - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
4. 20% - The quality and duration of the manufacture's proposed warranty period, specifically: items covered; period covered; items not covered; equipment EOL windows ; software maintenance (if applicable); engineering configuration support; training of district personnel (if required); and any other factor that should be considered in evaluating this area of the vendor's proposal.
5. 10% - Pricing of ineligible goods and services.



Figure 1 WSD CWDM Layout (CCPUD)





12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

# Wenatchee School District Fiber Endpoint Hardware Solution Proposal

USAC/E-RATE FORM 470# 180000036

Proposal Due: 11/30/2017

**SPIN # 143007476**  
**MICRO\*\*845DH**

MicroK12  
12631 Beverly Park Rd  
Lynnwood, WA 98087  
Rich Litchfield  
425-778-7337  
[rlitchfield@microk12.com](mailto:rlitchfield@microk12.com)  
General Manager



12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

November 15, 2017

David Yancey  
Wenatchee School District  
235 Sunset Ave  
Wenatchee, WA 98801

Dear David,

MicroK12 is pleased to respond to E-Rate Form 470 #180000036 for Wenatchee School District.

MicroK12 has been working with school districts for over 30 years. During this time, we have established strong working relationships with manufacturers, kept up on the latest technology trends and kept our focus on taking care of you, the education community.

Our proposal is designed to meet your needs for today and allow for growth and flexibility in order to meet the rapidly changing networking needs for tomorrow.

MicroK12 will be your main contact for billing and project management.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rich Litchfield', written in a cursive style.

Rich Litchfield  
General Manager





12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

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12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

## COMPANY PROFILE

### Our Mission

Our mission is to provide the education community with technology that can further the education process and provide the highest value per dollar spent.

### Our Story

MicroK12 has been one of the Northwest's premier independent computer resellers since its inception in 1982. MicroK12's strong presence in the education market will play an important role as you move forward with your network expansion.

MicroK12 has always been located in WA and continues to have a permanent location in Lynnwood. In 2010, we moved into our new, custom - built facility and it has proven to be a great asset to us as we continue to grow our company. MicroK12 currently employs more than twenty full-time staff members. During the summer we hire additional staff to help with the seasonal rush.

Our relationship with you and our partnership with our manufacturers will offer you a first rate experience providing familiarity, reliability and quality product and services. We offer an array of services and support to ensure the effectiveness of what we sell. Gary Gill is the founder and President and Rich Litchfield is the General Manager.

### Our Philosophy

We believe that we continue to steadily grow by specializing in the education market and effectively focusing on the needs of the education customer. In doing so, we are a part of the greater picture in helping educate the future of our country.



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## EQUIPMENT CAPABILITIES

The capabilities of the Brocade switching in this proposal exceed the minimum requirements of the real-world example specified in the District RFP. Key to note is the overall switching capacity of the Brocade models vs the Cisco models in the example.

The Brocade ICX-7450 series switch has a switching capacity of 336Gbs vs the 254Gbs of the Cisco WSC3850-24XS-S. The Brocade ICX-7650 has a capacity of 1.128 Tbps and the Cisco WSC365024PD-S has a capacity of 640 Gbs.

The capacity of the Brocade 7000 series switches will ensure these critical components of the District's switching infrastructure will exceed all performance requirements now and into the future. All relevant technical specifications can be found on the included Datasheets.

MicroK12 has certified Brocade engineers on staff that can answer any questions and provide configuration assistance if necessary





12631 Beverly Park Rd., Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034  
 Rich Litchfield - General Manager rlitchfield@microk12.com 425-778-7337  
 SPIN # 143007476

District Name:	Wenatchee School District
Form 470 Application #:	18000036
Proposal Due Date:	11/30/2017

District Office (Core)

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7650-48F	Brocade/Ruckus 48 port 24X1/10G 24XG SFP Switch	\$4,172.35	1	\$ 4,172.35	\$ 350.48	\$ 4,522.82	20%	\$ 904.56
ICX-FAN12-E	Brocade/Ruckus Exhaust Airflow Fan Front To Back	\$68.18	2	\$ 136.36	\$ 11.45	\$ 147.81	20%	\$ 29.56
RPS15-E	Brocade/Ruckus 250W Power Supply	\$139.52	2	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1470-40	10G CWDM SFP+ 1470nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1490-40	10G CWDM SFP+ 1490nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1510-40	10G CWDM SFP+ 1510nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1530-40	10G CWDM SFP+ 1530nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1550-40	10G CWDM SFP+ 1550nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1570-40	10G CWDM SFP+ 1570nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1590-40	10G CWDM SFP+ 1590nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
XBR-SFP8G1610-40	10G CWDM SFP+ 1610nm 40km DOM Transceiver	\$378.95	2	\$ 757.89	\$ 63.66	\$ 821.56	20%	\$ 164.31
				\$10,650.89	\$ 894.68	\$ 11,545.57	20%	\$ 2,309.11

District Core - OUT OF POCKET

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 0%	Estimated District Share
ICX7650-48F	Brocade/Ruckus 48 port 24X1/10G 24XG SFP Switch	\$4,172.35	1	\$ 4,172.35	\$ 350.48	\$ 4,522.82	0%	\$ 4,522.82
ICX-FAN12-E	Brocade/Ruckus Exhaust Airflow Fan Front To Back	\$68.18	2	\$ 136.36	\$ 11.45	\$ 147.81	0%	\$ 147.81
RPS15-E	Brocade/Ruckus 250W Power Supply	\$139.52	2	\$ 279.03	\$ 23.44	\$ 302.47	0%	\$ 302.47
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	0%	\$ 1,057.13
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	0%	\$ 604.94
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	0%	\$ 151.24
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	0%	\$ 302.47
				\$ 6,539.56	\$ 549.32	\$ 7,088.88	0%	\$ 7,088.88

Columbia Elementary

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1470-40	10G CWDM SFP+ 1470nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31



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 Rich Litchfield - General Manager ritchfield@microk12.com 425-778-7337  
 SPIN # 143007476

District Name:	Wenatchee School District
Form 470 Application #:	180000036
Proposal Due Date:	11/30/2017

**John Newbery Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1490-40	10G CWDM SFP+ 1490nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Lewis & Clark Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1510-40	10G CWDM SFP+ 1510nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Lincoln Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1530-40	10G CWDM SFP+ 1530nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Mission View Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1550-40	10G CWDM SFP+ 1550nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31





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 Rich Litchfield - General Manager ritchfield@microk12.com 425-778-7337  
 SPIN # 143007476

District Name:	Wenatchee School District
Form 470 Application #:	180000036
Proposal Due Date:	11/30/2017

**Sunnyslope Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1570-40	10G CWDM SFP+ 1570nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Washington Elementary**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1590-40	10G CWDM SFP+ 1590nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Foothills Middle School**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1610-40	10G CWDM SFP+ 1610nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

**Orchard Middle School**

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1470-40	10G CWDM SFP+ 1470nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31





12651 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034  
 Rich Litchfield - General Manager ritchfield@microk12.com 425-778-7337  
 SPIN # 143007476

District Name:	Wenatchee School District
Form 470 Application #:	180000036
Proposal Due Date:	11/30/2017

Pioneer Middle School

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1490-40	10G CWDM SFP+ 1490nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

Wenatchee High School

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1510-40	10G CWDM SFP+ 1510nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

WestSide High School

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1530-40	10G CWDM SFP+ 1530nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

Castle Rock Learning Center

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1550-40	10G CWDM SFP+ 1550nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31



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 Rich Utchfield - General Manager rutchfield@microk12.com 425-778-7337  
 SPIN # 148007476

District Name:	Wenatchee School District
Form 470 Application #:	180000036
Proposal Due Date:	11/30/2017

Valley Academy

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1570-40	10G CWDM SFP+ 1570nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

Wenatchee Valley Tech

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1590-40	10G CWDM SFP+ 1590nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

Transportation\*

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-24P	Brocade/Ruckus 24 Port PoE+ SFP+ Switch Rack Mount	\$975.21	1	\$ 975.21	\$ 81.92	\$ 1,057.13	20%	\$ 211.43
RPS16-I	Brocade/Ruckus 1000W Power Supply, Hot Plug	\$279.03	2	\$ 558.06	\$ 46.88	\$ 604.94	20%	\$ 120.99
ICX-FAN10-I	Brocade/Ruckus Intake Airflow Fan for 7450 Switch	\$69.76	2	\$ 139.52	\$ 11.72	\$ 151.24	20%	\$ 30.25
ICX7400-4X10GF	Brocade/Ruckus 4 Port 10G Expansion Module	\$279.03	1	\$ 279.03	\$ 23.44	\$ 302.47	20%	\$ 60.49
XBR-SFP8G1610-40	10G CWDM SFP+ 1610nm 40km DOM Transceiver	\$378.95	1	\$ 378.95	\$ 31.83	\$ 410.78	20%	\$ 82.16
				\$ 2,330.77	\$ 195.78	\$ 2,526.55	20%	\$ 505.31

\*This location may be ineligible; subject to USAC approval.

OPTIONAL

Part #	Description	Price	Quantity	SubTotal	8.4% Tax	Total	Estimated Erate 80%	Estimated District Share
ICX7450-SVL-RMT-3	Brocade Essential Direct Support Remote Support 3 year	\$576.86	1	\$ 576.86	\$ 48.46	\$ 625.31	20%	\$ 125.06
ICX7650-SVL-RMT-3	Brocade Essential Direct Support Remote Support 3 year	\$925.73	1	\$ 925.73	\$ 77.76	\$ 1,003.49	20%	\$ 200.70
				\$ 1,502.59	\$ 126.22	\$ 1,628.81	20%	\$ 325.76

\*\*In most cases, USAC will provide an up front discount on Year 1 of support. Years 2 and 3 must be paid for in advance (at time of order). District would seek reimbursement directly from USAC in Year 2 and 3. One-year support is also available.



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## MICROK12 SERVICE LEVEL AGREEMENT

### Telephone Support:

- 8:00 A.M. to 5:00 P.M. Monday – Friday
- Calls received out of office hours will be returned by 8:30 A.M. the next working day

### Email Support:

- Monitored 8:00 A.M. to 5:00 P.M. Monday – Friday
- Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day

### On-site Support:

- If we are unable to resolve your problem via telephone or email, we can arrange an on-site visit. This is subject to additional charges depending on the issue.





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## REFERENCES

### Aruba

Highline School District, Mark Finstrom, Mark.Finstrom@highlineschools.org, (206) 248-6655  
Federal Way School District, Tim Crawford, tcrawford@fwps.org, (253) 945-2117  
Clover Park School District, Rich Hitt, rhitt@cloverpark.k12.wa.us, (253) 583-5103  
Northshore School District, Irina Tarasova, itarasova@nsd.org, (425) 408-7771

### Brocade

Yelm Community Schools, Jacob Vaughan, jacob\_vaughan@ycs.wednet.edu, (360) 458-6041  
Highline School District, Mark Finstrom, Mark.Finstrom@highlineschools.org, (206) 248-6655  
Marysville School District, Scott Beebe, scott\_beebe@msvl.k12.wa.us, (360) 653-0821  
Anacortes School District, Seonsuk Kim, skim@asd103.org, (360) 299-1858

### HP Switches

Federal Way School District, Tim Crawford, tcrawford@fwps.org, (253) 945-2117  
Renton School District, Jay Gray, Herbert.Gray@rentonschools.us (425) 204-2447  
Tukwila School District, Hsian-Yu Kuo, Kuoh@tukwila.wednet.edu (206) 901-8083

### Ruckus

Yelm Community Schools, Jacob Vaughan, jacob\_vaughan@ycs.wednet.edu, (360) 458-6041  
Anacortes School District, Seonsuk Kim, skim@asd103.org, (360) 299-1858  
Marysville School District, Scott Beebe, scott\_beebe@msvl.k12.wa.us, (360) 653-0821



12631 Beverly Park Rd. • Lynnwood, WA 98087 • Phone: 800.658.1000 • Fax: 866.217.1034

## COMPANY CONTACTS

### **MicroK12**

Rich Litchfield  
General Manager  
425.212.2742  
[rlitchfield@microk12.com](mailto:rlitchfield@microk12.com)

### **MicroK12**

Damon Chlarson  
Account Manager  
425.212.2746  
[dchlarson@microk12.com](mailto:dchlarson@microk12.com)

### **MicroK12**

Chris Brown  
Lead Systems Engineer -BCNP, BCNE, ACMP, Ruckus WiSE, HP-ATP, Palo Alto - ACE  
425.212.2761  
[cbrown@microk12.com](mailto:cbrown@microk12.com)

### **MicroK12**

Sajar Trawally  
Systems Engineer – BCNE, BCNP, Ruckus WiSE, ACMP, MGCA  
425.212.2763  
[strawally@microk12.com](mailto:strawally@microk12.com)

### **MicroK12**

Mike Allison  
Systems Engineer – AACS, ACMP, MGCA  
425.212.2762  
[mallison@microk12.com](mailto:mallison@microk12.com)



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## Vendor Contract for Planned E-Rate Purchases

\_\_\_\_\_ agrees to purchase from MicroK12, the attached items through the E-Rate  
(District name)  
Program for \_\_\_\_\_  
(470 or RFP #)

The purchase of said items may be contingent on any of the following:

1. Approval of associated E-Rate funding through USAC
2. Final approval of District's fiscal budget
3. Approval of District's school board

These Terms and Conditions ("Agreement") are between MicroK12 and the entity identified as the district ("District"), each referred to as a "Party" and collectively referred to as the "Parties." This Agreement consists of these Terms and Conditions, Sales Order(s) and any forms or authorizations attached hereto and are incorporated herein by reference. The Parties agree to be bound by this Agreement and affirm that each have caused this Agreement to be executed by their respective duly authorized representatives on the dates written below their names.

Services(s). For purposes of this Agreement, "Service(s)" shall mean a variety of products and services available for use in transporting information within the school to the classroom, within a library to public areas, or to administrative areas or other buildings. MicroK12 will provide Service(s) as referenced on the Sales Order(s) in accordance with the terms of this Agreement.

Change Order (s) If changes are required during the course of a project, a Change Order(s) will be provided and work will continue upon agreement and execution of the Change Order(s) and in conjunction with a Service Substitution per E-Rate regulations for E-Rate eligible equipment and services.

Exclusions. Any part, material, service or item not explicitly included in this document is excluded from the proposal.

Term Commitment. Service will be delivered July 1 through September 30 of the funding year corresponding to Customer's funding request or when specified by Customer through a Notice to Proceed.

Invoicing. MicroK12 will invoice using the SPI option at the district's request. Should the district choose to purchase equipment and/or services *prior* to receiving funding approval from USAC, they will need to seek reimbursement from USAC using the BEAR option.

Term Renewal. Contract is for a term of three (3) years. Upon expiration of the Initial Service Term and as long as Customer is not in default of the terms of this Agreement, Customer may extend their Service(s) under the same terms and conditions in one (1) year increments, for up to two (2) years.

\_\_\_\_\_  
District Authorized Representative (Signature and title)

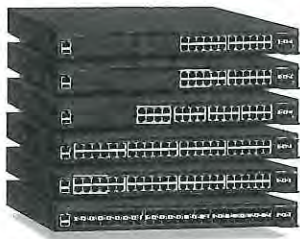
\_\_\_\_\_  
Date

\_\_\_\_\_  
MicroK12 Authorized Representative (Signature and title)

\_\_\_\_\_  
Date



# Brocade ICX 7450 Switch



## HIGHLIGHTS

- Offers ultimate flexibility and "pay as you grow" scalability in a modular design with three expansion slots for a choice of 1 GbE, 10 GbE, or 40 GbE uplinks, and a service module
- Supports next-generation 802.11ac Wave 2 wireless enterprise access points with 2.5 GbE ports
- Delivers market-leading stacking scalability of up to 12 switches per stack, 960 Gbps of aggregated stacking bandwidth, and
- long-distance stacking to enable single point management
- Provides OpenFlow support in true hybrid port mode, enabling a gradual transition to Software-Defined Networking (SDN) without disruption
- Offers Power over HDBaseT (PoH), to power video surveillance and video conferencing equipment, VDI terminals, and HD displays
- Meets compliance and data confidentiality requirements across corporate networks and cloud deployments by extending IPsec VPN to the wiring closet

## Enterprise Stackable Switch Delivers Premium Capabilities and Ultimate Flexibility

The Brocade® ICX® 7450 Switch delivers the performance, flexibility, and scalability required for enterprise Gigabit Ethernet (GbE) access deployment. It offers market-leading stacking density with up to 12 switches (576 1 GbE and 48 1/10 GbE ports) per stack and combines chassis-level performance and reliability with the flexibility, cost-effectiveness, and "pay as you grow" scalability of a stackable solution. The mid-market stackable switch is one of the first in its class to offer 40 GbE uplinks, enabling enterprises to dramatically increase their network capacity while using their existing optical wire infrastructure. In addition, the Brocade ICX 7450 is the industry's first stackable switching solution to combine the performance and flexibility of network switching with the advantages of site-to-site IPsec VPN security to ensure end-to-end data integrity without the need for dedicated encryption appliances.

The unique design of the Brocade ICX 7450 provides three modular slots, offering up to 12 1/10 GbE SFP/SFP+ ports, 12 10GBASE-T ports, or up to three 40 GbE QSFP+ ports for uplink or stacking. As a result, the Brocade ICX 7450 can easily deliver sufficient bandwidth between the edge and aggregation layers to support expanding video traffic, VDI adoption, and high-speed wireless 802.11ac deployment. Additionally, the Brocade ICX 7450 delivers high performance across all ports for flawless support of latency-sensitive applications.

The Brocade ICX 7450 is an ideal network solution for campus network 1 GbE and 2.5 GbE access or small aggregation deployment with 10 GbE or 40 GbE uplinks to the core. The Brocade ICX 7450 also makes a very suitable data center Top-of-Rack (ToR) solution, delivering a mix of 1 GbE and 10 GbE server connectivity ports with 10 GbE or 40 GbE uplinks to the data center aggregation or core.



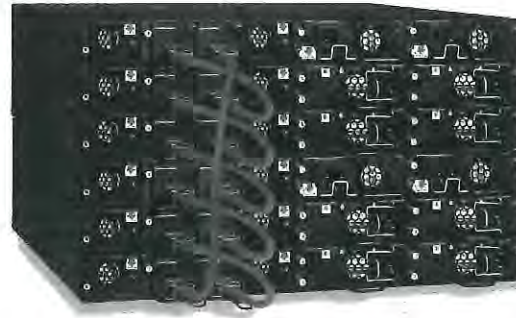
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## BROCADE CAMPUS FABRIC TECHNOLOGY

*Brocade Campus Fabric technology brings campus networks into the modern era to better support seamless wireless mobility, security, and ease of application deployment. This innovative technology collapses multiple network layers into a single logical switch, flattening the network and eliminating deployment complexity while simplifying network management and reducing operating costs.*

*Brocade Campus Fabric technology enables organizations to build networks that deliver:*

- **Consolidated management:** *Reduces unnecessary network layers to create large management domains that eliminate individual switch touch points, reducing maintenance time and costs.*
  - **Shared network services:** *Allows premium and entry-level switches to mesh together into a single logical switch and share advanced Layer 2/3 services, delivering lower price-per-port functionality without compromising performance.*
  - **Scale-out networking:** *Integrates high-performance, fixed form-factor switches to create a single distributed logical switch that is independent of physical location and allows organizations to add ports whenever and wherever needed across the campus without adding complexity.*
- 



**Figure 1.** Up to 12 Brocade ICX 7450 switches can be stacked together using two full-duplex QSFP+ 40 Gbps ports that provide a fully redundant backplane with 960 Gbps of stacking bandwidth.

## Scaling Out Ports as Demand Grows

The Brocade ICX 7450 is easy to deploy, manage, and integrate into both new and existing networks. Organizations can buy only what they need today, and easily scale out as demand grows and new technologies emerge.

With three modular slots, the Brocade ICX 7450 enables organizations to grow their networks when necessary. Organizations can initially deploy 1 GbE or 10 GbE uplink ports and upgrade to 40 GbE ports on-demand with a new, high-speed module.

The Brocade ICX 7450 also offers a low-cost entry point. By providing the flexibility of a stackable switch, the Brocade ICX 7450 saves organizations from having to invest in a costly chassis upfront and tie up valuable capital. Instead, they can buy a single Brocade ICX 7450 Switch to get started and add new Brocade ICX 7450 Switches to the stack as their business grows.

## Integrating High-Performance IPsec Service

As organizations move to a hybrid cloud architecture with geographically dispersed business partners, concerns about security breaches are increasing. Many organizations seek to better meet compliance and protect their data in transit—whether across the Internet or the enterprise network. Brocade offers an industry-first stackable switching solution that delivers encryption from the wiring closet, providing a cost-effective way to ensure data security and integrity across the premises without needing to purchase dedicated encryption appliances.

The Brocade ICX 7450 switch with the integrated IPsec VPN service module consolidates network switching and encryption to provide unprecedented VPN deployment flexibility and cost savings. By initiating an IPsec tunnel from the Brocade ICX 7450 for transporting selected traffic, organizations save the time and reduce the costs from having to install and manage encryption software on individual computers or deploy purpose-built encryption appliances.

The Brocade ICX 7450 Service Module provides hardware-based acceleration for IPsec VPNs using Advanced Encryption Standards (AES). It leverages programmable hardware technology to future-proof data protection, enabling more capabilities to be added as business needs evolve.



## Brocade Campus Fabric Technology: Extending Options and Scalability

Brocade Campus Fabric technology, available on the Brocade ICX 7150<sup>1</sup>, 7250, 7450, and 7750 Switches, extends network options and scalability. It integrates premium Brocade ICX 7750 with Brocade ICX 7450, Brocade ICX 7250, and Brocade ICX 7150 Switches, collapsing network access, aggregation, and core layers into a single logical switch. This logical device shares network services while reducing management touch points and network hops through

a single-layer design spanning the entire campus network. These powerful deployments deliver equivalent or better functionality than large, rigid modular chassis systems, but with significantly lower costs and smaller carbon footprints.

Brocade ICX switches support a distributed chassis deployment model that uses standards-based optics and cabling interface connections to help ensure maximum distance between campus switches—up to 10 km—and minimum cabling costs. This gives organizations the flexibility to deliver ports wherever they are needed on campus at a fraction of the cost.







### BROCADE ICX 7450 SWITCH AND CONTROLLER INTEROPERABILITY

*The Brocade ICX 7450 Switch operates seamlessly with the Brocade SDN Controller and the applications running on the controller. This gives organizations the flexibility to move toward a dynamic infrastructure, benefiting from network application developments that help meet the operational or regulatory requirements of their industries.*

**Table 1:** Brocade ICX 7450 models.

#### Brocade ICX 7450 Product Family

All Brocade ICX 7450 models offer three modular slots for interchangeable uplink/stacking modules (one in the front, two in the back), dual power supply slots, dual fan trays, one RJ-45 network management port, one mini USB serial management port, and one USB storage port on the front panel.

	<b>Brocade ICX 7450-24 Switch</b> 24x10/100/1000 Mbps RJ-45 ports
	<b>Brocade ICX 7450-24P Switch</b> 24x10/100/1000 Mbps RJ-45 PoE+ ports with eight pre-assigned ports supporting PoH (90 W)
	<b>Brocade ICX 7450-32ZP Switch</b> 24x10/100/1000 Mbps RJ-45 PoE+ ports with eight pre-assigned ports supporting PoH (90 W) and 8x100/1000 Mbps/2.5 GbE RJ-45 PoE+ ports
	<b>Brocade ICX 7450-48 Switch</b> 48x10/100/1000 Mbps RJ-45 ports
	<b>Brocade ICX 7450-48P Switch</b> 48x10/100/1000 Mbps RJ-45 PoE+ ports with eight pre-assigned ports supporting PoH (90 W)
	<b>Brocade ICX 7450-48F Switch</b> 48x100/1000 Mbps SFP ports



**Figure 2:** Brocade ICX 7450 rear view shown with two optional Brocade ICX7400-1X40GQ QSFP+ uplink/stacking modules, two AC power supplies, and two fan trays.

<sup>1</sup> Support on the Brocade ICX 7150 to be available in a future release.



The distributed chassis design future-proofs campus networks by allowing networks to easily and cost-effectively expand in scale and capabilities.

## Flexible, Long-Distance Stacking for the Most Demanding Enterprise Environments

Brocade Ethernet switch stacking technology makes it possible to stack up to 12 Brocade ICX 7450 Switches together into a single logical switch using standard QSFP+ or SFP+ stacking ports. This allows the Brocade ICX 7450 to deliver a class-leading 960 Gbps of aggregated stacking bandwidth and offer simple and robust expandability for future growth at the network edge (see Figure 1).

A selection of standard QSFP+ or SFP+ copper cables or standard QSFP+ or SFP+ optics can be used to stack Brocade ICX 7450 Switches together, enabling stacking over distance and thereby eliminating the need for stacked switches to be colocated in the same wiring closet. This stacked

logical switch also has only a single IP address to simplify management and offers transparent STP-free traffic forwarding and shared Link Aggregation Groups (LAG) across a pool of up to 576 1 GbE ports and 48 10 GbE ports. When new switches join the stack, they automatically inherit the stack's existing configuration file, enabling plug-and-play network expansion.

Brocade stacking technology also delivers high availability, enabling instantaneous hitless failover to a standby stack controller if the master stack controller fails. In addition, organizations can use hot-insertion and removal of stack members to avoid interrupting network services.

## Simplified, Open-Standards-based Management and Monitoring

The Brocade ICX 7450 provides simplified, standards-based management capabilities that help organizations reduce administrative time and effort while securing their networks.

## sFlow-based "Always-On" Network Monitoring

sFlow is a modern, standards-based network export protocol (RFC 3176) that addresses many of the challenges that network managers face today. By embedding sFlow hardware support into the Brocade ICX 7450, Brocade delivers an "always-on" technology that operates with wire-speed performance. sFlow dramatically reduces implementation costs compared to traditional network monitoring solutions that rely on mirrored ports, probes, and line-tap technologies. Moreover, sFlow gives organizations full, enterprise-wide monitoring capability for every port in the network.

## Simplified, Automated Deployment with Auto-Provisioning

The Brocade ICX 7450 supports Zero Touch Provisioning, simplifying deployment with a truly plug-and-play experience. Organizations can use this feature to automate IP address and feature configuration of the switches without requiring a highly trained network engineer onsite. When the switches power up, they automatically receive an IP address and configuration from DHCP and Trivial File Transport Protocol (TFTP) servers. At this time, the switches can also automatically receive a software update to be at the same code revision as currently installed switches.

## Open-Standards Management

The Brocade ICX 7450 includes an industry-standard Command Line Interface (CLI) and supports Secure Shell (SSHv2), Secure Copy (SCP), and SNMPv3 to restrict and encrypt management communications to the system. In addition, support for Terminal Access Controller Access Control System (TACACS/TACACS+) and RADIUS authentication helps ensure secure operator access.

**Table 2:** Port and service module options for the Brocade ICX 7450.

### Brocade ICX 7450 Port and Service Module Options

Five different optional modules are offered for the Brocade ICX 7450. These modules are interchangeable and can be inserted in the three modular slots within the Brocade ICX 7450.<sup>2</sup>

Brocade ICX7400-4X1GF Module	4-port 100 Mbps/1 GbE SFP
Brocade ICX7400-4X10GF Module	4-port 1/10 GbE SFP/SFP+ for uplink or stacking
Brocade ICX7400-4X10GC Module	4-port 1/10 GbE 10GBASE-T copper
Brocade ICX7400-1X40GQ Module	1-port 40 GbE QSFP+ for uplink or stacking
Brocade ICX7400-SERVICE-MOD Module	Service module for IPsec VPN encryption



**Figure 3:** Five different optional port modules are offered for the Brocade ICX 7450 with a choice of 1 GbE SFP, 10 GbE SFP/SFP+, 10GBASE-T, and 40 GbE QSFP+ options and an IPsec VPN service module.

<sup>2</sup> The Brocade ICX7400-1X40GQ module cannot be installed in the front-facing slot of the 48-port Brocade ICX 7450 models (Brocade ICX 7450-48, 7450-48P, 7450-48F, 7450-32ZP). The Brocade ICX7400-4X1GF module cannot be installed in the rear slots of any model of the Brocade ICX 7450 Switch and is not supported by the Brocade ICX 7450-32ZP model.



**Table 3:** Power supply options for the Brocade ICX 7450.

Brocade ICX 7450 Power Supply Options	
The Brocade ICX 7450 offers a selection of PoE/non-PoE and AC/DC power supply options with front-to-back or back-to-front airflow cooling options. The DC power supply can be installed in either PoE or no-PoE switches.	
RPS15-E power supply	Non-PoE 250 W AC with front-to-back airflow
RPS15-I power supply	Non-PoE 250 W AC with back-to-front airflow
RPS16-E power supply	PoE 1,000 W AC with front-to-back airflow
RPS16-I power supply	PoE 1,000 W AC with back-to-front airflow
RPS16DC-E power supply	PoE 510 W DC with front-to-back airflow
RPS16DC-I power supply	PoE 510 W DC with back-to-front airflow



**Figure 4:** The Brocade ICX 7450 offers the choice of 250 W AC, 1,000 W AC, or 510 W DC power supply options. All power supplies are available with front-to-back or back-to-front airflow.

### Out-of-Band Management

The Brocade ICX 7450 includes a 10/100/1000 Mbps RJ-45 Ethernet port dedicated to out-of-band management, providing a remote path to manage the switches, regardless of the status or configuration of the data ports.

### SDN-Enabled Programmatic Control of the Network

Software-Defined Networking (SDN) is a powerful new network paradigm designed for the world's most demanding networking environments and promises breakthrough levels of customization, security, and efficiency. The Brocade ICX 7450 enables SDN by supporting the OpenFlow 1.3 protocol, which facilitates communication between the Brocade SDN Controller and the underlying network infrastructure.

In today's increasingly mobile world, organizations are looking to OpenFlow and SDN to achieve programmability in the campus LAN. The business needs driving SDN deployment are improved Quality of Service (QoS), enhanced security, and management simplification. With new policies such as BYOD significantly impacting campus networks, SDN is a powerful solution that better prioritizes and forwards traffic based on the context of a flow and to easily enforce granular policies for regulatory compliance or security reasons.

With hybrid-port mode on the Brocade ICX 7450 and all other Brocade ICX 7000 series switches, organizations can run traditional protocols and OpenFlow-directed flows at the same time. The Brocade ICX family supports the Brocade

SDN Controller and other OpenDaylight-based controllers, enabling organizations to benefit from programmatic control through gradual transition of their network into the controller domain without disruption. Brocade ICX 7450 hardware support for OpenFlow ensures these traffic flows at line-rate speeds.

### Unified Wired/Wireless Network Management with Brocade Network Advisor

Managing enterprise campus networks continues to become more complex due to the growth in services that rely on wired and wireless networks. Services such as Internet, e-mail, video conferencing, real-time collaboration, and distance learning all have specific configuration and management requirements. At the same time, organizations face increasing demand to provide uninterrupted services for high-quality voice and Unified Communications (UC), wireless mobility, and multimedia applications.

To reduce complexity and the time spent managing these environments, the easy-to-use Brocade Network Advisor discovers, manages, and deploys configurations to groups of IP devices. By using Brocade Network Advisor, organizations can configure Virtual LANs (VLANs) within the network, manage wireless access points, and execute commands on specific IP devices or groups of IP devices. sFlow-based proactive monitoring is ideal for performing network-wide troubleshooting, generating traffic reports, and gaining visibility into network activity from the edge to the core. Brocade Network Advisor also centralizes the management of the entire family of Brocade wired products and Ruckus wireless products.

## Ready for Next-Generation Wireless Technology

Between the phenomenal expansion of wireless networks and the fast-paced evolution of enterprise wireless technology, wired networks are being pushed to their limits. At the same time, the current lifecycle for wireless network technologies is much shorter than it is for wired Ethernet networks, meaning that today's wireless networks will likely be upgraded two or three times over the life of the wired network. It is therefore critical that organizations choose a wired network solution capable of supporting next-generation wireless technology.

The Brocade ICX 7450 is designed to handle next-generation 802.11ac Wave 2 wireless access points. The Brocade ICX 7450-32ZP offers 8x2.5 GbE ports to connect multigigabit wireless access points. Moreover, the switch's non-blocking architecture offers up to 240 Gbps of uplink bandwidth, ensuring smooth end-to-end traffic flow from the wireless edge to the core.

## EEE Power Savings

The Brocade ICX 7450 Switch supports the IEEE 802.3az standard for Energy Efficient Ethernet (EEE), reducing power consumption during periods of low utilization. Ports are placed into a low power mode when no data is being transmitted.

## Enterprise-Class Availability

When every second matters, Brocade ICX 7450 switches help deliver continuous availability to optimize the user experience. Brocade stacking technology delivers high availability, performing real-time state synchronization across the stack and enabling instantaneous hitless failover to a standby controller in the unlikely event of a failure of the master stack controller. Organizations also can use hot-insertion/removal of stack members to avoid interrupting service when adding a switch to increase the capacity of a stack or replacing a switch that needs servicing.

In addition to stack-level high availability, Brocade ICX Switches also support stack-level In Service Software Upgrade (ISSU), a unique capability that enables a stack of Brocade ICX Switches to go through a software upgrade without service interruption.

Brocade ICX 7450 Switches include system-level high-availability features, such as dual hot-swappable, load-sharing, and redundant power supplies. The modular design also has dual hot-swappable fan trays. These features provide another level of availability for the campus wiring closet, all in a compact form factor.

## Support for PoH to Power Next-Generation Edge Devices

The Brocade ICX 7450 can deliver both power and data across network connections, providing a single-cable solution for the latest edge devices. In addition to supporting the Power over Ethernet (PoE/PoE+) standards, the Brocade ICX 7450 also supports Power over HDBaseT (PoH). This new, high power standard delivers up to 90 watts per port through a standard Ethernet cable, simplifying the wiring of next-generation Ethernet-connected devices such as large HD displays, video surveillance equipment, and VDI thin terminals, enabling data and power to be carried by a single Ethernet wire. The PoE/PoE+ and PoH capabilities reduce the number of required power receptacles and power adapters while increasing reliability and wiring flexibility.

With a 1,500-watt PoE budget per switch (with two power supplies), the Brocade ICX 7450 24- and 48-port PoE models can supply up to Class 4 PoE+ power (30 watts) to every port and PoH power (90 watts) on eight dedicated ports.



## Full Layer 3 Capabilities

Brocade ICX 7450 Switches offer powerful IPv4 and IPv6 Layer 3 switching capabilities. Organizations can use optional premium Layer 3 features (available as an option)—such as IPv4/IPv6 OSPF and RIP routing, Policy-Based Routing (PBR), VRRP, and Protocol-Independent Multicast (PIM)—to reduce complexity and enhance the reliability of large enterprise networks by bringing Layer 3 capabilities to the network edge and/or aggregation layer. Premium Layer 3 capabilities include BGP routing, enabling remote offices to connect Brocade ICX 7450 Switches to service provider networks. Premium routing capabilities can be added to any Brocade ICX 7450 Switch model through software licensing.

## Data Center ToR Switch for 1 GbE and 10 GbE Server Connectivity

Thanks to its class-leading 10 GbE and 40 GbE port count, the Brocade ICX 7450 is a great solution as a Top-of-Rack (ToR) switch in a mixed 1 GbE/10 GbE server connectivity environment. It is designed to fit in server racks, consuming only one rack unit and offering dual integrated power supplies and fan assemblies with front-to-back or back-to-front airflow for flexible cooling options. In data center environments where most servers have 1 GbE and some 10 GbE network interfaces, the Brocade ICX 7450 provides a compact and cost-effective 1 GbE/10 GbE ToR switch. In this configuration some of the Brocade ICX 7450 10 GbE or 40 GbE ports can be used to connect to the data center aggregation switches.

## Warranty

The Brocade ICX 7450 Switch is covered by the Brocade Assurance® Limited Lifetime Warranty. For details, visit [www.brocade.com/warranty](http://www.brocade.com/warranty).

## Maximum Operational Efficiency with Technical Support

To jumpstart investment protection, Brocade ICX 7450 Switches come with 90 days of free technical support from the Brocade Technical Assistance Center (TAC). For continued access to the TAC past the initial 90 days, customers must purchase a Brocade Technical Support contract. With Technical Support, organizations gain peace of mind while freeing up IT budget and resources to grow their businesses. For details, visit <http://www.brocade.com/en/support/essential-support/essential-support-hardware.html>.

## Brocade Global Services

Brocade Global Services has the expertise to help organizations build scalable, efficient cloud infrastructures. Leveraging 20 years of expertise in storage, networking, and virtualization, Brocade Global Services delivers world-class professional services, technical support, network monitoring services, and education, enabling organizations to maximize their Brocade investments, accelerate new technology deployments, and optimize the performance of networking infrastructures.

## Affordable Acquisition Options

Brocade Capital Solutions helps organizations easily address their IT requirements by offering flexible network acquisition and support alternatives. Organizations can select from purchase, lease, Brocade Network Subscription, and Brocade Subscription Plus options to align network acquisition with their unique capital requirements and risk profiles. To learn more, visit [www.brocade.com/capitalsolutions](http://www.brocade.com/capitalsolutions).

## Maximizing Investments

To help optimize technology investments, Brocade and its partners offer complete solutions that include professional services, technical support, and education. For more information, contact a Brocade sales partner or visit [www.brocade.com](http://www.brocade.com).

## Brocade ICX 7450 Feature/Model Comparison

	24 or 48 RJ-45 Ports		24, 32, or 48 PoE+ Ports			48 SFP Ports
	Brocade ICX 7450-24	Brocade ICX 7450-48	Brocade ICX 7450-24P	Brocade ICX 7450-32ZP	Brocade ICX 7450-48P	Brocade ICX 7450-48F
Switching capacity (data rate, full duplex)	288 Gbps	336 Gbps	288 Gbps	328 Gbps	336 Gbps	336 Gbps
Forwarding capacity (data rate, full duplex)	214 Mpps	250 Mpps	214 Mpps	244 Mpps	250 Mpps	250 Mpps
Fixed ports: 10/100/1000 Mbps RJ45	24	48	24	24	48	
Fixed ports: 100/1000 Mbps SFP						48
Fixed ports: 100 Mbps/1000 Mbps/2.5 Gbps RJ45				8		
Modular slots	3	3	3	3	3	3
Modular ports: 1 Gbps SFP (max.)	4	4	4		4	4
Modular ports: 1/10 GbE SFP/SFP+ (max.)	12	12	12	12	12	12
Modular ports: 1/10GBASE-T RJ45 (max.)	12	12	12	12	12	12
Modular ports: 40 GbE QSFP+ (max.)	3	2	3	2	2	2
Modular service: IPsec VPN	With module	With module	With module	With module	With module	With module
Maximum PoE class 3 ports (15.4 W per port)			24 (1 AC PSU)	32 (1 AC PSU)	48 (1 AC PSU)	
Maximum PoE+ ports (30 W per port)			24 (1 AC PSU)	32 (2 AC PSU)	48 (2 AC PSU)	
Maximum PoH ports (90 W per port)			8 (1 AC PSU)	8 (1 AC PSU)	8 (1 AC PSU)	
Base IPv4/v6 Layer 3 routing (Static, RIP)	•	•	•	•	•	•
Advanced IPv4/v6 Layer 3 routing (OSPF, BGP, VRRP, PIM, PBR, VRF)	With license	With license	With license	With license	With license	With license
Aggregated stacking bandwidth	960 Gbps	960 Gbps	960 Gbps	960 Gbps	960 Gbps	960 Gbps
Stacking density (maximum switches in a stack)	12	12	12	12	12	12
Stacking ports (Maximum ports <sup>3</sup> usable for stacking)	Up to 4x10 GbE SFP+ or 2x40 GbE QSFP+					
Maximum stacking distance (distance between stacked switches)	10 km	10 km	10 km	10 km	10 km	10 km
Power						
Power inlet (AC)	C14					
Input voltage/frequency	AC: 100 to 240 VAC @ 50 to 60 Hz   DC: 40 to 60 VDC					
Maximum current draw (at 100 VAC, one power supply)	13.3 Amp	13.3 Amp	12.5 Amp	12.5 Amp	12.5 Amp	13.3 Amp
Power supply rated maximum output (AC)	2x250 W	2x250 W	2x1,000 W	2x1,000 W	2x1,000 W	2x250 W
Power supply rated maximum output (DC)	2x510 W	2x510 W	2x510 W	2x510 W	2x510 W	2x510 W
PoE power budget (AC) (two AC power supplies)			1,500 W	1,500 W	1,500 W	
PoE power budget (DC) (two DC power supplies)			516 W	516 W	516 W	
Switch power consumption <sup>4</sup> (25°C)						
Idle (no PoE load)	63 W	93 W	75 W	90 W	106 W	119 W
10% traffic <sup>5</sup> (full PoE load)	64 W	95 W	911 W	922 W	930 W	120 W
100% traffic <sup>5</sup> (full PoE load)	69 W	100 W	916 W	930 W	935 W	123 W

## Brocade ICX 7450 Feature/Model Comparison (Continued)

	24 or 48 RJ-45 Ports		24, 32, or 48 PoE+ Ports			48 SFP Ports
	Brocade ICX 7450-24	Brocade ICX 7450-48	Brocade ICX 7450-24P	Brocade ICX 7450-32ZP	Brocade ICX 7450-48P	Brocade ICX 7450-48F
<b>Airflow</b>	Reversible, front-to-back, or back-to-front (depending on power supplies and fans installed)					
<b>Switch heat dissipation<sup>4, 6</sup> (25°C)</b>						
Idle (no PoE load)	215 BTU/hour	317 BTU/hour	256 BTU/hour	307 BTU/hour	362 BTU/hour	406 BTU/hour
10% traffic <sup>5</sup> (full PoE load)	218 BTU/hour	324 BTU/hour	259 BTU/hour	314 BTU/hour	369 BTU/hour	409 BTU/hour
100% traffic <sup>5</sup> (full PoE load)	235 BTU/hour	341 BTU/hour	276 BTU/hour	330 BTU/hour	386 BTU/hour	420 BTU/hour
<b>Environment</b>						
<b>Weight<sup>4</sup></b>	6.4 kg (14.11 lb)	6.5 kg (14.33 lb)	6.9 kg (15.21 lb)	7.2 kg (15.87 lb)	7.2 kg (15.87 lb)	6.8 kg (14.99 lb)
<b>Dimensions</b>	440 mm (17.323 in.) W x 393.7 mm (15.5 in.) D x 43.7 mm (1.720 in.) H; 1U					
<b>Acoustics<sup>4</sup> (25°C, ISO 7779)</b>	46 dBA	47 dBA	49 dBA	49 dBA	49 dBA	46 dBA
<b>MTBF<sup>4</sup> (25°C)</b>	628,369 hours	571,520 hours	466,576 hours	448,376 hours	444,360 hours	576,586 hours

<sup>3</sup> 10 GbE SFP+ or 40 GbE QSFP+ modules are required for stacking.

<sup>4</sup> Switch includes one AC power supply, one fan, one 4x10 GbE SFP+ uplink module, two QSFP+ stacking modules.

<sup>5</sup> Traffic load on all ports connected with maximum possible PoE/PoE+ loads (if equipped).

<sup>6</sup> PoE power not included in switch heat dissipation figures since the heat is not dissipated at the switch.

## Brocade ICX 7450 Specifications

### Capabilities

Connector options	<ul style="list-style-type: none"> <li>• 10/100/1000 Mbps, 2.5 Gbps, 10 Gbps 10GBASE-T ports; RJ-45</li> <li>• 100 Mbps SFP ports</li> <li>• 1 Gbps SFP ports</li> <li>• 10 Gbps SFP+ ports</li> <li>• 40 Gbps QSFP+ ports</li> <li>• Out-of-band Ethernet management: 10/100/1000 Mbps RJ-45</li> <li>• Console management: Mini-USB RS232 serial port (Mini-B plug)</li> <li>• File Transfer: USB port, standard-A plug</li> </ul> <p>For the latest information about supported optics, please visit <a href="http://www.brocade.com/optics">www.brocade.com/optics</a>.</p>
DRAM	2 GB
NVRAM (flash)	2 GB
Packet Buffer Size	24 port: 4 MB, 48 port: 8 MB
Maximum MAC addresses	32,768
Maximum VLANs	4,096
Maximum PVLANS	32
Maximum STP (spanning trees)	254
Maximum VEs	255
Maximum routes (in hardware)	15,168 (IPv4) 5,120 (IPv6) 16,000 (Next Hop Addresses)
Trunking	Maximum ports per trunk: 16 Maximum trunk groups: 256
Maximum jumbo frame size	9,216 bytes
Average latency	1.3 µs



## Brocade ICX 7450 Specifications (Continued)

QoS priority queues	8 per port	
IPsec performance	Maximum throughput: 10 Gbps, full-duplex Maximum tunnels: 20	
Multicast Groups	8192 (Layer 2) 8192 (Layer 3)	
VRF	32	
<b>Features</b>		
Layer 2 switching	<ul style="list-style-type: none"> <li>• 802.1s Multiple Spanning Tree</li> <li>• 802.1x Authentication</li> <li>• Auto MDI/MDIX</li> <li>• BPDU Guard, Root Guard</li> <li>• Dual-Mode VLANs</li> <li>• MAC-based VLANs, Dynamic MAC-based VLAN activation</li> <li>• Dynamic Voice VLAN Assignment</li> <li>• Dynamic VLAN Assignment</li> <li>• Fast Port Span</li> <li>• GVRP: GARP VLAN Registration Protocol</li> <li>• IGMP Snooping (v1/v2/v3)</li> <li>• IGMP Proxy for Static Groups</li> <li>• IGMP v2/v3 Fast Leave</li> <li>• Inter-Packet Gap (IPG) adjustment</li> <li>• Link Fault Signaling (LFS)</li> <li>• MAC Address Filtering</li> </ul>	<ul style="list-style-type: none"> <li>• MAC Learning Disable</li> <li>• MLD Snooping (v1/v2)</li> <li>• Multi-device Authentication</li> <li>• Per-VLAN Spanning Tree (PVST/PVST+/PVRST)</li> <li>• Mirroring - Port-based, ACL-based, MAC Filter-based, and VLAN-based</li> <li>• PIM-SM v2 Snooping</li> <li>• Port Loop Detection</li> <li>• Private VLAN</li> <li>• Remote Fault Notification (RFN)</li> <li>• Single-instance Spanning Tree</li> <li>• Single-link LACP</li> <li>• Trunk Groups (static, LACP)</li> <li>• Uni-Directional Link Detection (UDLD)</li> <li>• Metro-Ring Protocol (MRP) (v1, v2)</li> <li>• Virtual Switch Redundancy Protocol (VSRP)</li> <li>• VLAN Stacking (Q-in-Q)</li> <li>• Topology Groups</li> </ul>
Base Layer 3 IP routing	<ul style="list-style-type: none"> <li>• IPv4 and IPv6 static routes</li> <li>• RIP v1/v2, RIPng (IPv6)</li> <li>• ECMP</li> <li>• Port-based Access Control Lists</li> <li>• Layer 3/Layer 4 ACLs</li> </ul>	<ul style="list-style-type: none"> <li>• Host routes</li> <li>• Virtual Interfaces</li> <li>• Routed Interfaces</li> <li>• Route-only Support</li> <li>• Routing Between Directly Connected Subnets</li> </ul>
Premium Layer 3 IP routing (with software license)	<ul style="list-style-type: none"> <li>• IPv4 and IPv6 dynamic routes</li> <li>• OSPF v2, OSPF v3 (IPv6)</li> <li>• PIM-SM, PIM-SSM, PIM-DM, PIM passive (IPv4/IPv6 multicast routing functionality)</li> <li>• PBR</li> <li>• Virtual Route Redundancy Protocol VRRP v3 (IPv6)</li> </ul>	<ul style="list-style-type: none"> <li>• VRRP-E (IPv4, IPv6)</li> <li>• BGP4, BGP4+ (IPv6)</li> <li>• GRE</li> <li>• IPv6 over IPv4 tunnels</li> <li>• VRF (IPv4 and IPv6)</li> <li>• MSDP</li> </ul>
Quality of Service (QoS)	<ul style="list-style-type: none"> <li>• ACL Mapping and Marking of ToS/DSCP (CoS)</li> <li>• ACL Mapping and Marking of 802.1p</li> <li>• ACL Mapping to Priority Queue</li> <li>• Classifying and Limiting Flows Based on TCP Flags</li> <li>• DiffServ Support</li> </ul>	<ul style="list-style-type: none"> <li>• Honoring DSCP and 802.1p (CoS)</li> <li>• MAC Address Mapping to Priority Queue</li> <li>• Priority Queue Management using Weighted Round Robin (WRR), Strict Priority (SP), and a combination of WRR and SP</li> <li>• Priority Flow Control</li> </ul>
Traffic management	<ul style="list-style-type: none"> <li>• ACL-based inbound rate limiting and traffic policies</li> <li>• Broadcast, multicast, and unknown unicast rate limiting</li> </ul>	<ul style="list-style-type: none"> <li>• Inbound rate limiting per port</li> <li>• Outbound rate limiting per port and per queue</li> </ul>

## Brocade ICX 7450 Specifications (Continued)

Security	<ul style="list-style-type: none"> <li>• IPsec 128/256 AES-GCM (with service module)</li> <li>• MACsec</li> <li>• 802.1X Authentication</li> <li>• MAC Authentication</li> <li>• Flexible authentication</li> <li>• Web authentication</li> <li>• DHCP snooping</li> <li>• Dynamic ARP inspection</li> <li>• Neighbor Discovery (ND) Inspection</li> <li>• Bi-level Access Mode (Standard- and EXEC-level)</li> <li>• EAP pass-through support</li> <li>• IEEE 802.1X username export in sFlow</li> <li>• Protection against Denial of Service (DoS) attacks</li> <li>• Authentication, Authorization, and Accounting (AAA)</li> <li>• MAC Address Locking MAC Port Security</li> <li>• Advanced Encryption Standard (AES) with SSHv2</li> <li>• RADIUS/TACACS/TACACS+</li> <li>• Secure Copy (SCP)</li> <li>• Secure Shell (SSHv2)</li> <li>• Local Username/Password</li> <li>• Change of Authorization (CoA) RFC 5176</li> </ul>	<ul style="list-style-type: none"> <li>• RFC Conformance for Encryption:               <ul style="list-style-type: none"> <li>– RFC 5996 Internet Key Exchange Protocol Version 2 (IKEv2)</li> <li>– RFC 4303 IP Encapsulating Security Payload (ESP)</li> <li>– RFC 6379 Suite B Cryptographic Suites for IPsec (Suite-B-GCM-256 and Suite-B-GCM-128)</li> <li>– RFC 5903 Elliptic Curve Groups Modulo a Prime (ECP Groups) for IKEv2</li> <li>– RFC 4868 Using HMAC-SHA-256, HMAC-SHA-384, and HMAC-SHA-512 with IPsec</li> <li>– RFC 4754 IKEv2 Authentication Using the Elliptic Curve Digital Signature Algorithm (ECDSA)</li> <li>– RFC 4106 The use of Galois/Counter Mode (GCM) in IPsec Encapsulating Security Payload (ESP)</li> <li>– SP800-56A Recommendation for Pair-Wise Key Establishment Schemes Using Discrete Logarithm Cryptography</li> </ul> </li> </ul>
SDN features	<ul style="list-style-type: none"> <li>• OpenFlow v1.0 and v1.3</li> <li>• OpenFlow with hybrid port mode</li> </ul>	<ul style="list-style-type: none"> <li>• Operates with the Brocade SDN Controller and the applications running on the controller</li> </ul>
IEEE standards compliance	<ul style="list-style-type: none"> <li>• 802.1AB LLDP</li> <li>• 802.1D MAC Bridging</li> <li>• 802.1p Mapping to Priority Queue</li> <li>• 802.1s Multiple Spanning Tree (MST)</li> <li>• 802.1w Rapid Reconfiguration of Spanning Tree</li> <li>• 802.1x Port-based Network Access Control (PNAC)</li> <li>• 802.3 Carrier Sense Multiple Access/Collision Detection (CSMA/CD)</li> <li>• 802.3ab 100BASE-T</li> <li>• 802.1 AX-2008 Link Aggregation</li> <li>• 802.3ae 10 Gigabit Ethernet</li> </ul>	<ul style="list-style-type: none"> <li>• 802.3af Power over Ethernet</li> <li>• 802.3at Power over Ethernet Plus</li> <li>• 802.3u 100Base-TX</li> <li>• 802.3x Full duplex and Flow Control</li> <li>• 802.3z 1000Base-SX/LX</li> <li>• 802.3 MAU MIB (RFC 2239)</li> <li>• 802.3ba 40 and 100 Gbps Ethernet</li> <li>• 802.1AE-MACsec (with license)</li> <li>• 802.3az Energy Efficient Ethernet</li> <li>• 802.1Q VLAN Tagging</li> <li>• 802.1BR Bridge Port Extension</li> </ul>
IETF RFC standards compliance	<ul style="list-style-type: none"> <li>• For a complete list of RFCs supported by the Brocade FastIron® software platform, please visit: <a href="http://www.brocade.com/fastironrfc">www.brocade.com/fastironrfc</a>.</li> </ul>	
High availability	<ul style="list-style-type: none"> <li>• Redundant hot-swappable power supplies</li> <li>• Hot-swappable fan trays</li> <li>• Layer 3 VRRP/VRRP-E protocol redundancy</li> <li>• Real-time state synchronization across the stack</li> </ul>	<ul style="list-style-type: none"> <li>• Hitless failover and switchover from master to standby stack controller</li> <li>• Hot insertion and removal of stacked units</li> <li>• Layer 2 VSRP switch redundancy</li> <li>• In Service Software Update (ISSU)</li> </ul>

## Brocade ICX 7450 Specifications (Continued)

Network and Device Management	
Management	<ul style="list-style-type: none"> <li>• DHCP Auto Configuration</li> <li>• Configuration Logging</li> <li>• Digital Optical Monitoring</li> <li>• Display Log Messages on Multiple Terminals</li> <li>• Embedded Web Management (HTTP/HTTPS)</li> <li>• Embedded DHCP Server</li> <li>• Industry-standard Command Line Interface (CLI)</li> <li>• Brocade Network Advisor (sold separately)</li> <li>• Key-based activation of optional software features</li> <li>• Integration with HP OpenView:</li> <li>• USB file management and storage</li> <li>• Macro for batch execution</li> <li>• Out-of-band Ethernet Management</li> <li>• ERSPAN support for remote traffic monitoring</li> <li>• TFTP</li> </ul> <ul style="list-style-type: none"> <li>• TELNET Client and Server</li> <li>• Bootp</li> <li>• SNMPv1/v2c</li> <li>• DHCP Server and DHCP Relay</li> <li>• SNMPv3 Intro to Framework</li> <li>• Architecture for Describing SNMP Framework</li> <li>• SNMP Message Processing and Dispatching</li> <li>• SNMPv3 Applications</li> <li>• SNMPv3 User-based Security Model</li> <li>• SNMP View-based Access Control Model SNMP</li> <li>• sFlow</li> <li>• NTP Network Time Protocol</li> <li>• Multiple Syslog Servers</li> <li>• SCP</li> <li>• Virtual Cable Tester (VCT)</li> </ul> <p>For management MIB, please visit <a href="http://www.brocade.com">www.brocade.com</a>.</p>
Environment	
Temperature	<p>Operating temperature: -5°C to 50°C/23°F to 122°F</p> <p>Storage temperature: -40°C to 70°C/-40°F to 158°F</p>
Humidity	<p>Operating relative humidity: 10% to 90% at 50°C, non-condensing</p> <p>Non-operating relative humidity: 5% to 95% at 70°C, non-condensing</p>
Altitude	<p>Operating altitude: 10,000 ft. (3,000 m) maximum</p> <p>Storage altitude: 39,000 ft. (12,000 m) maximum</p>
Compliance/Certification	
Electromagnetic emissions	FCC Class A (Part 15); EN 55022/CISPR-22 Class A; VCCI Class A; ICES-003 Electromagnetic Emission; AS/NZS 55022; EN 61000-3-2 Power Line Harmonics; EN 61000-3-3 Voltage Fluctuation and Flicker; EN 61000-6-3 Emission Standard
Safety	CAN/CSA-C22.2 NO. 60950-1-07; UL 60950-1; IEC60950-1; EN 60950-1:2006 Safety of Information Technology Equipment; EN 60825-1 Safety of Laser Products
Immunity	EN 61000-6-1 Generic Immunity and Susceptibility; EN 55024 Immunity Characteristics; EN 61000-4-3 Radiated, Radio Frequency, Electromagnetic Field; EN 61000-4-4 Electrical Fast Transient; EN 61000-4-5 Surge; EN 61000-4-6 Conducted Disturbances Induced by Radio-Frequency Fields; EN 61000-4-8 Power Frequency Magnetic Field; EN 61000-4-11 Voltage Dips and Sags
Environmental regulatory compliance	RoHS-compliant (6 of 6); WEEE-compliant
Vibration	IEC 68-2-36, IEC 68-2-6
Shock and drop	IEC 68-2-27, IEC 68-2-32



## Brocade ICX 7450 Ordering Information

Part Number	Description
<b>Switch Bundles</b>	
ICX7450-24-E	24-port 1 GbE switch bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x250 W AC power supply and one fan, front-to-back airflow.
ICX7450-24-40G-E	24-port 1 GbE switch bundle includes 3x40 GbE QSFP+ uplinks/stacking, 1x250 W AC power supply and one fan, front-to-back airflow.
ICX7450-24P-E	24-port 1 GbE switch PoE+ bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow.
ICX7450-24P-40G-E	24-port 1 GbE switch PoE+ bundle includes 3x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow.
ICX7450-24P-E-RMT3	24-port 1 GbE switch PoE+ bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow, three years 24x7 remote support.
ICX7450-32ZP-E	24-port 1 GbE and 8-port 2.5 GbE switch PoE+ bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply, and one front-to-back airflow fan.
ICX7450-48-E	48-port 1 GbE switch bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x250 W AC power supply and one fan, front-to-back airflow.
ICX7450-48P-E	48-port 1 GbE switch PoE+ bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow.
ICX7450-48P-E-RMT3	48-port 1 GbE switch PoE+ bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow, three years 24x7 remote support.
ICX7450-48P-STK-E	48-port 1 GbE switch PoE+ bundle includes 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow (stack member with no uplink module).
ICX7450-48P-STK-E-RMT3	48-port 1 GbE switch PoE+ bundle includes 2x40 GbE QSFP+ uplinks/stacking, 1x1,000 W AC power supply and one fan, front-to-back airflow, three years 24x7 remote support (stack member with no uplink module).
ICX7450-48F-E	48-port 1 GbE SFP fiber switch bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x250 W AC power supply and one fan, front-to-back airflow.
ICX7450-48F-E-RMT3	48-port 1 GbE SFP fiber switch bundle includes 4x10 GbE SFP+ uplinks/stacking, 2x40 GbE QSFP+ uplinks/stacking, 1x250 W AC power supply and one fan, front-to-back airflow, three years 24x7 remote support.
<b>Bare Switches</b>	
ICX7450-24	24-port 1 GbE switch with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.
ICX7450-24P	24-port 1 GbE switch PoE+ with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.
ICX7450-32ZP	24-port 1 GbE and 8-port 2.5 GbE switch PoE+ with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.
ICX7450-48	48-port 1 GbE switch with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.
ICX7450-48P	48-port 1 GbE switch PoE+ with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.
ICX7450-48F	48-port 1 GbE switch SFP with three modular slots for optional uplink/stacking ports. Power supplies, fans, and modules need to be ordered separately.

## Brocade ICX 7450 Ordering Information (Continued)

Part Number	Description
<b>Modules</b>	
ICX7400-4X1GF	Brocade ICX 7450 4-port 100 Mbps/1 GbE SFP module.
ICX7400-4X10GF	Brocade ICX 7450 4-port 1/10 GbE SFP/SFP+ module (for stacking or uplinks).
ICX7400-4X10GC	Brocade ICX 7450 4-port 1/10 GbE 10GBASE-T copper module.
ICX7400-1X40GQ	Brocade ICX 7450 1-port 40 GbE QSFP+ module (for stacking or uplink).
ICX7400-SERVICE-MOD	Brocade ICX 7450 Service Module for IPsec VPN encryption.
<b>Power Supplies and Fans</b>	
RPS15-E	Brocade ICX 7450/6610 non-PoE 250 W AC power supply with front-to-back airflow.
RPS15-I	Brocade ICX 7450/6610 non-PoE 250 W AC power supply with back-to-front airflow.
RPS16-E	Brocade ICX 7450/6610 PoE 1,000 W AC power supply with front-to-back airflow.
RPS16-I	Brocade ICX 7450/6610 PoE 1,000 W AC power supply with back-to-front airflow.
RPS16DC-E	Brocade ICX 7450/6610 PoE 510 W DC power supply with front-to-back airflow.
RPS16DC-I	Brocade ICX 7450/6610 PoE 510 W DC power supply with back-to-front airflow.
ICX-FAN10-E	Brocade ICX 7450 front-to-back airflow fan.
ICX-FAN10-I	Brocade ICX 7450 back-to-front airflow fan.
<b>Feature License and Accessories</b>	
ICX7450-PREM-LIC	Brocade ICX 7450 Layer 3 Premium Software License.
ICX-MACSEC-LIC	License to enable MACsec encryption.
ICX7000-RMK	FRU, rack mount kit, two post, Brocade ICX 7750/7450.
XBR-R000295	FRU, rack mount kit, four post, 24 in. to 32 in. depth rack.
BR-NTWADV-IP-BASE	Brocade Network Advisor IP management software license for up to 50 devices; required for initial purchase of IP only management; minimum of one year of support required.
<b>Optics</b>	
E1MG-100FX-OM	100BASE-FX SFP optic MMF, LC connector, optical monitoring-capable.
E1MG-100FX-A	100BASE-FX SFP optic MMF, LC connector, optical monitoring-capable, TAA-compliant.
E1MG-100FX-IR-OM	100BASEFX-IR SFP optic for SMF with LC connector, optical monitoring-capable. For distances up to 15 km.
E1MG-100FX-LR-OM	100BASEFX-LR SFP optic for SMF with LC connector, optical monitoring-capable. For distances up to 40 km.
E1MG-BXD	1000BASE-BXD SFP optic, SMF, 1,490 nm, LC connector. This optic can be connected only to an E1MG-BXU at the far end.
E1MG-BXU	1000BASE-BXU SFP optic, SMF, 1,310 nm, LC connector. This optic can be connected only to an E1MG-BXD at the far end.
E1MG-LX-A	1000BASE-LX SFP optic SMF, LC connector, optical monitoring-capable. For distances up to 10 km, TAA-compliant.
E1MG-LHA-OM-T	1000BASE-LHA SFP optic, MMF, LC connector, optical monitoring-capable (70 km), industrial temperature.

## Brocade ICX 7450 Ordering Information (Continued)

Part Number	Description
<b>Optics</b>	
E1MG-LX-OM	1000BASE-LX SFP optic SMF, LC connector, optical monitoring-capable. For distances up to 10 km.
E1MG-SX-A	1000Base-SX SFP optic, MMF, LC connector, optical monitoring-capable, TAA-compliant.
E1MG-SX-OM	1000BASE-SX SFP optic, MMF, LC connector, optical monitoring-capable.
E1MG-TX	1000BASE-T SFP copper, RJ-45 connector.
E1MG-TX-A	1000BASE-TX SFP Copper, RJ-45 Connector, TAA-compliant.
10G-SFPP-USR	10 GbE Ultra-Short Reach (USR), SFP+ optic (LC), target range 100 m over MMF.
10G-SFPP-USR-SA	10 GbE Ultra-Short Reach (USR), SFP+ optic (LC), target range 100 m over MMF, standard temperature, TAA-compliant.
10G-SFPP-SR	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF.
10G-SFPP-SR-SA	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF, standard temperature, TAA-compliant.
10G-SFPP-SR-S	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF, standard temperature.
10G-SFPP-LR	10G-SFPP-LR 10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF.
10G-SFPP-LR-SA	10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF, standard temperature, TAA-compliant.
10G-SFPP-LR-S	10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF, standard temperature.
10G-SFPP-ER	10GBASE-ER, SFP+ optic (LC), for up to 40 km over SMF.
10G-SFPP-ZR	10GBASE-ZR, SFP+ optic (LC), for up to 80 km over SMF.
10G-SFPP-LRM	10GBASE-LRM, SFP+ optic (LC), 220 m over OM1/OM2/OM3 MMF.
10G-SFP-BXD-S	10GBASE-LR, Bidirectional Downstream SFP+ optic (LC), for up to 10 km over SMF, STD Temp.
10G-SFP-BXU-S	10GBASE-LR, Bidirectional Upstream SFP+ for up to 10 km over SMF LC connector, STD Temp.
40G-QSFP-SR-BIDI	40GE SR QSFP+ optic (LC), bidirectional, 100 m over OM3 MMF.
40G-QSFP-SR4	40GBASE-SR4 QSFP+ optic (MTP 1x8 or 1x12), 100 m over MMF OM3. 150 m over MMF OM4 (not compliant with 10GBASESR4 modules per IEEE 802.ae standard).
40G-QSFP-ESR4	40GBASE-ESR4 QSFP+ optic (MTP 1x8 or 1x12), 300 m over MMF, (10GBASE-SR compatible, breakout).
40G-QSFP-SR4-INT	40GBASE-SR4 QSFP+ optic (MTP 1x8 or 1x12), 100 m over MMF (10GBASE-SR compatible, breakout-capable).
40G-QSFP-LM4	40GBASE-LM4 QSFP+ optic (LC), for up to 160 m over MMF and 2 km over SMF, 1-pack.
40G-QSFP-LR4	40GBASE-LR4 QSFP+ optic (LC), for up to 10 km over SMF.
<b>Direct-Attached Cables</b>	
1G-SFP-C-0101	1 GbE SFP direct-attached copper cable, 1 m, 1-pack.
1G-SFP-C-0501	1 GbE SFP direct-attached copper cable, 5 m, 1-pack.
10G-SFPP-TWX-0101	10 GbE SFP+ direct-attached active copper cable, 1 m, 1-pack.
10G-SFPP-TWX-0301	10 GbE SFP+ direct-attached active copper cable, 3 m, 1-pack.
10G-SFPP-TWX-0501	10 GbE SFP+ direct-attached active copper cable, 5 m, 1-pack.
10G-SFPP-TWX-P-0101	10 GbE SFP+ direct-attached passive copper cable, 1 m, 1-pack.
10G-SFPP-TWX-P-0301	10 GbE SFP+ direct-attached passive copper cable, 3 m, 1-pack.
10G-SFPP-TWX-P-0501	10 GbE SFP+ direct-attached passive copper cable, 5 m, 1-pack.



## Brocade ICX 7450 Ordering Information (Continued)

Part Number	Description
<b>Direct-Attached Cables (Continued)</b>	
10GE-SFPP-AOC-0701	10 GbE SFP+ Direct-attached active optic cable, 7 m, 1-pack.
10GE-SFPP-AOC-1001	10 GbE SFP+ Direct-attached active optic cable, 10 m, 1-pack.
40G-QSFP-C-00501	40 GbE direct-attached QSFP+ to QSFP+ Passive copper cable, 0.5 m, 1-pack.
40G-QSFP-C-0101	40 GbE direct-attached QSFP+ to QSFP+ Passive copper cable, 1 m, 1-pack.
40G-QSFP-QSFP-C-0101	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 1 m, 1-pack.
40G-QSFP-QSFP-C-0301	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 3 m, 1-pack.
40G-QSFP-QSFP-C-0501	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 5 m, 1-pack.
40G-QSFP-QSFP-AOC-1001	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable , 10 m, 1-pack.

For the latest information about supported optics and cables, please visit [www.brocade.com/optics](http://www.brocade.com/optics).

### Ordering Instructions

Customers have two options when ordering a Brocade ICX 7450 Switch. They can select one of the six pre-built units from the "Switch Bundles" section, or they can build their own custom unit by selecting a "Bare Switch" and adding their choice of power supplies, fans, port modules, and the IPsec VPN service module.

Pre-built units ordered from the "Switch Bundles" section include a power cord, two-post rack mounting brackets, and a USB serial console cable. Units ordered from the "Bare Switches" section include two-post rack mounting brackets and a USB serial console cable. AC power supplies ordered separately include a power cord. Stacking cables must be ordered separately.

### Legal Disclaimer

Product features, functionality and specifications may change or be discontinued without notice. Nothing in this document shall be deemed to create a warranty of any kind, either express or implied, statutory or otherwise, including but not limited to, any implied warranties of merchantability, fitness for a particular purpose, non-infringement of third-party rights or availability with respect to any products and services.

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**Corporate Headquarters**  
San Jose, CA USA  
T: +1-408-333-8000  
[info@brocade.com](mailto:info@brocade.com)

**European Headquarters**  
Geneva, Switzerland  
T: +41-22-799-56-40  
[emea-info@brocade.com](mailto:emea-info@brocade.com)

**Asia Pacific Headquarters**  
Singapore  
T: +65-6538-4700  
[apac-info@brocade.com](mailto:apac-info@brocade.com)



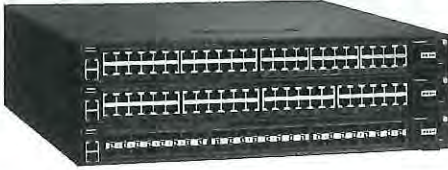
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**BROCADE**

## DATASHEET



## HIGH PERFORMANCE MULTIGIGABIT ACCESS AND AGGREGATION SWITCHES WITH 100GBE SUPPORT

Enterprise networks are no longer confined to providing simple VoIP phone connectivity and access to email and the internet. Today, seamless mobility, Bring Your Own Device (BYOD), social media, web based video conferencing, cloud based SaaS applications and Big Data analytics are all contributing to an environment that demands greater performance and flexibility from the wired and wireless network.

Furthermore, with the rapid adoption of 802.11ac Wave 2 Wi-Fi access points, as well as emerging new Wi-Fi standards, can generate multiple gigabits per second of wireless traffic. As mobile devices usage grows exponentially, they push an ever-increasing volume of traffic through the wired edge and new high-performance access points draw more PoE power from edge switches. The wired edge is gradually morphing into a wireless traffic aggregation layer requiring higher performance, availability, and more advanced features.

The Ruckus® ICX® 7650 Switch is designed to meet the new challenges of the multigigabit wireless era. It delivers non-blocking performance, high availability, and scalability with Multigigabit Ethernet access, high PoE output as well as 10 Gigabit Ethernet Aggregation and 40G/100G uplink options.

### BENEFITS

#### DUAL PURPOSE FOR PREMIUM ACCESS OR 1G/10G AGGREGATION SWITCHING

#### 40GBE AND 100GBE FOR MAXIMUM PERFORMANCE AND FUTURE-PROOFING

- Up to 2x 40 GbE uplink or 4x 40GbE stacking ports
- Up to 2x 100 GbE uplink or stacking ports

#### MULTIGIGABIT FOR 802.11AC WAVE 2 DEPLOYMENTS AND BEYOND

- Up to 24x 1/2.5/5/10G Multigigabit Ethernet ports

#### REDUNDANT, LOAD-SHARING POWER SUPPLIES ENHANCES AVAILABILITY

#### POWER NEXT GENERATION POE DEVICES

- PoE+/802.3bt\*\* up to 90W per port
- Up to 1500W PoE budget with two power supplies

#### ADVANCED L3 ROUTING DELIVERS DESIGN FLEXIBILITY

- IPv4 and IPv6
- BGP, OSPF, VRRP, PIM, PBR, VRF

#### CAMPUS FABRIC\* REDUCES COST OF OPERATIONS, SIMPLIFIES MANAGEMENT

- Delivers the benefits of a chassis with the flexibility of distributed stacking
- Scales to 1800 ports

#### SECURITY AND DATA PRIVACY

- MACsec\* 128-bit and 256-bit data encryption ensures compliance and data confidentiality

\* Available in a future software release

\*\* Up to 90W per port, IEEE 802.3bt standard pending ratification. Compatible with uPoE.

### GIGABIT AND MULTIGIGABIT ACCESS SWITCHES



The Ruckus® ICX® 7650 stackable access switches come in Gigabit and Multigigabit versions. Both come standard with 40G and 100G ports for stacking. The Gigabit model offers 48x 10/100/1000 Mbps ports with 40G uplinks, the Multigigabit model offers 24x 10/100/1000 Mbps ports and 24x 100/1000 Mbps/2.5/5/10 Gbps with 40G/100G uplinks for future ready next generation wireless deployment. Both switches deliver non-blocking performance and offers PoE+, 802.3bt\*\* with up to 1500W of PoE budget with two hot-swappable load-sharing power supplies. The switches are targeted at demanding enterprise customers who need a high performance, highly reliable access switch at the edge of a campus network or as top of the rack switch in the data center.

### 1G/10G AGGREGATION SWITCH



The stackable ICX 7650 aggregation switch comes standard with 40G and 100G ports for stacking and/or uplinks and dual hot-swap power supplies for maximum reliability. The switch offers 24x 1/10GbE SFP+ ports with legacy OM1/OM2 fiber support and MACsec 128-bit or 256-bit encryption, and 24x GbE SFP ports. It is targeted at customer looking for a cost effective 10GbE aggregation solution for small to midsize campus or data center networks that delivers enterprise features with L2/L3 capabilities, high availability and non-blocking performance and combines chassis-level capability with the "pay as you grow" scalability of a stackable solution. This mid-market 1/10G aggregation switch is the first in its class to offer 100 GbE uplinks, enabling organizations to dramatically increase their network capacity to deploy high-performance wireless access and run next generation applications.



## RUCKUS ICX 7650 PRODUCT FAMILY

### Ruckus ICX 7650

All Ruckus ICX 7650 models offer one modular slots in the front for interchangeable uplink modules, dual power supply slots, dual fan tray slots in the back, one RJ-45 Ethernet port for out-of-band network management, one USB Type-C port for console management, one RJ-45 port for serial console management, and one USB port for external file storage.



#### Ruckus ICX 7650-48P

- 48x 10/100/1000 Mbps RJ-45 ports with 40 supporting PoE+ and 8 supporting PoE+, UPoE and PoH
- Can stack on 4x40G or 2x100G rear facing QSFP ports, these ports can also be used as 2x40G uplinks when the switch is standalone
- One slot for 2x40G or 4x10G front facing module
- Up to 1500W PoE budget
- 2x hot-swappable load sharing power supplies and 2x hot-swappable fan assemblies with reversible airflow options



#### Ruckus ICX 7650-48ZP

- 24x 10/100/1000 Mbps RJ-45 PoE+ ports
- 24x 100/1000 Mbps 2.5/5/10 Gbps RJ-45 PoE+/PoH/UPoE ports
- Can stack on 4x40G or 2x100G rear facing QSFP ports, these ports can also be used as 2x40G or 2x100G uplinks when switch is standalone
- One slot for 1x 100G or 2x40G or 4x10G front facing module
- Up to 1500W PoE budget
- 2x hot-swappable load sharing power supplies and 2x hot-swappable fan assemblies with reversible airflow options



#### Ruckus ICX 7650-48F

- 24x 100/1000 Mbps SFP ports
- 24x 1000 Mbps / 10 Gbps SFP+ ports
- Can stack on 4x40G or 2x100G rear facing QSFP ports, these ports can also be used as 2x40G or 2x100G uplinks when switch is standalone
- One slot for 1x 100G or 2x40G or 4x10G front facing module
- 2x hot-swappable load sharing power supplies and 2x hot-swappable fan assemblies with reversible airflow options



#### Ruckus ICX 7650 Rear View (all models)

The four rear facing QSFP ports can be configured as follows:

- 4x 40G QSFP+ stacking / 2x 40G QSFP+ uplink ports or
- 2x100G QSFP28 stacking/uplink ports
- Note: Front-facing optional module only enabled when rear ports are used for stacking. ICX 7650-48P only supports 2x40G rear facing uplink ports

## RUCKUS ICX 7650 POWER SUPPLIES OPTIONS



#### RPS16-E and RPS16-I AC PoE Power Supplies

- 1000W power rating
- 750W PoE budget (1500W with 2 power supplies)
- Supported on the Ruckus ICX 7650-48P and ICX 7650-48ZP only
- Front to back (RPS16-E) or Back to front (RPS16-I) airflow






#### RPS15-E and RPS15-I AC no-PoE Power Supplies

- 250W power rating
- Available for the Ruckus ICX 7650-48F only
- Front to back (RPS15-E) or Back to front (RPS15-I) airflow



### RUCKUS ICX 7650 PORT MODULE OPTIONS

	<p>Ruckus ICX7650-1X100GQ</p> <ul style="list-style-type: none"> <li>• 1x40/100GE QSFP28 uplink port</li> <li>• Delivers up to 100 Gbps of uplink bandwidth</li> <li>• Can only be enabled when rear facing ports used for stacking</li> <li>• Not available on the ICX 7650-48P</li> </ul>
	<p>Ruckus ICX7650-2X40GQ</p> <ul style="list-style-type: none"> <li>• 2x40GE QSFP+ uplink port</li> <li>• Delivers up to 80 Gbps of uplink bandwidth</li> <li>• Can only be enabled when rear facing ports used for stacking</li> </ul>
	<p>Ruckus ICX7650-4X10GF</p> <ul style="list-style-type: none"> <li>• 4x10GE SFP+ uplink port with MACsec 128-bit or 256-bit support</li> <li>• Delivers up to 40 Gbps of uplink bandwidth</li> <li>• Can only be enabled when rear facing ports used for stacking</li> </ul>

### POE POWER TO SUPPORT NEXT-GENERATION EDGE DEVICES

The Ruckus ICX 7650 can deliver both power and data across network connections, providing a single-cable solution for the latest edge devices. In addition to supporting the Power over Ethernet (PoE/PoE+) standards, the ICX 7650 supports the pending IEEE 802.3bt standard. This high-power standard delivers up to 90 watts per port through a standard Ethernet cable, simplifying the wiring of next-generation Ethernet-connected devices such as large HD displays, video surveillance equipment, and VDI thin terminals. These ports are also compatible with uPoE (60 watts). The PoE/PoE+ and 802.3bt capabilities reduce the number of required power receptacles and power adapters while increasing reliability and wiring flexibility. With a 1,500-watt PoE budget per switch (with two power supplies), the Ruckus ICX 7650 PoE models can supply up to full Class 4 PoE+ power (30 watts) to all 48 port and 802.3bt power (90 watts) on eight ports on the ICX 7650-48P and the 24 Multigigabit ports on the ICX 7650-48ZP.

### MULTIGIGABIT ETHERNET SUPPORT

Designed to handle 802.11ac Wave 2 access points, next-generation 802.11ax standard and future wireless technology evolution, the Ruckus ICX 7650-48ZP switch offers 24x 100/1000 Mbps/2.5/5/10 ports to connect Multigigabit wireless access points. Moreover, the switch's non-blocking architecture offers up to 200 Gbps of uplink bandwidth, ensuring smooth end-to-end traffic flow from the wireless edge to the core.

### EEE POWER SAVINGS

The Ruckus ICX 7650 Switch supports the IEEE 802.3az standard for Energy Efficient Ethernet (EEE), reducing power consumption during periods of low utilization. Ports are placed into a low power mode when no data is being transmitted.

### DATA CENTER TOP-OF-RACK SWITCH

With class-leading 10 GbE and 40/100 GbE port count, the Ruckus ICX 7650 is a great solution as a Top-of-Rack (ToR) switch in a mixed 1GbE/10GbE server connectivity environment. It is designed to fit in server racks, consuming only one rack unit and offering dual integrated power supplies and fan assemblies with front-to-back or back-to-front airflow for flexible cooling options. In data center environments where servers have a mixed of 1 GbE and 10 GbE network interfaces, the 1RU switch provides a cost-effective 1 GbE/10 GbE ToR switch with 40/100 GbE uplinks to connect to the data center spine switches.

## ENTERPRISE-CLASS FEATURES ACROSS ALL RUCKUS ICX SWITCHES

The Ruckus ICX switch family delivers the enterprise class features for flexibility, scalability and simplified management.

Ruckus Campus Fabric technology delivers unmatched flexibility, scalability and simplified management for campus network deployments. Incorporating all of the ICX 7000 switch families with up to 1800 ports in a single logical domain, Campus Fabric allows customers the benefits of a traditional chassis, with the flexibility of stackable switches at a dramatically reduced Total Cost of Ownership (TCO).

- Advanced stacking goes beyond traditional stacking with capabilities that take flexibility, ease of management and cost effectiveness to then next level, including:
  - Stacking on standard Ethernet ports
  - Long-distance stacking
  - No hardware module required for stacking
  - In Service Software Upgrade (ISSU) to minimize downtime
  - Superior scalability with the industry-leading number of switches per stack
  - Stacking at the access, aggregation and core layers
- Enterprise-Class Availability to improve resiliency and minimize downtime, including:
  - Hitless stack failover
  - Hot-insertion/removal of stack members
  - Redundant power supplies
  - In Service Software Upgrades for switch stacks
- On-boarding and security policies across ICX switches and wireless networks.
- OpenFlow 1.3 protocol support in hybrid mode allows user to deploy traditional Layer 2/3 forwarding with OpenFlow on the same port for Software Defined Network (SDN) enabled programmatic control of the network
- Open Standards based management, monitoring and authentication
  - sFlow-based network monitoring to help analyze traffic statistics and trends on every link and overcome unexpected network congestion
  - Open-standards management includes Command Line Interface (CLI), Secure Shell (SSHv2), Secure Copy (SCP), and SNMPv3
  - Support for Access Controller Access Control System (TACACS/TACACS+) and RADIUS authentication helps ensure secure operator access
  - LLDP and LLDP-MED protocol support for configuring, discovering, and managing network infrastructure such as QoS, security policies, VLAN assignments, PoE power levels, and service priorities



## RUCKUS ICX 7650 FEATURE/MODEL COMPARISON

	Gigabit Access	Multigigabit Access	1/10G Aggregation
FEATURE	Ruckus ICX 7650-48P	Ruckus ICX 7650-48ZP	Ruckus ICX 7650-48F
Switching capacity (data rate, full duplex, stacking enabled)	696 Gbps	1.128 Tbps	1.128 Tbps
Forwarding capacity (data rate, full duplex, stacking enabled)	518 Mpps	839 Mpps	839 Mpps
Fixed ports: 10/100/1000 Mbps RJ45 downlinks	48	24	
Fixed ports: 100/1000 Mbps/2.5/5/10 Gbps RJ45 downlinks (full duplex only)		24	
Fixed ports: 1 Gbps SFP downlinks			24
Fixed ports: 1/10 Gbps SFP/SFP+ downlinks			24
Modular ports 1/10 Gbps SFP/SFP+ uplinks (max.)	4	4	4
40 Gbps QSFP+ ports (max.)	2 Fixed <sup>1</sup> or 2 Modular	2 Fixed <sup>2</sup> or 2 Modular	2 Fixed <sup>1</sup> or 2 Modular
100 Gbps QSFP28 ports (max.)	2 Fixed (Stacking Only)	2 Fixed <sup>2</sup> or 1 Modular	2 Fixed <sup>2</sup> or 1 Modular
Stacking ports (max ports usable for stacking)	4x40G <sup>1</sup> QSFP+ or 2x100G <sup>2</sup> QSFP28		
PoE / PoE+ ports	40	40	
802.3bt ports (90 W per port)Compatible with PoE/PoE+/Cisco uPoE	8	24	
Maximum PoE Class 3 ports (15.4 W per port)	48	48	
Maximum PoE+ Class 4 ports (30 W per port)	48 (2 PSU)	48 (2 PSU)	
Base IPv4/v6 Layer 3 routing (static routing, RIP)	Standard		
Advanced IPv4/v6 Layer 3 routing (OSPF, BGP, VRRP, PIM, PBR, VRF)	With license		
Aggregated stacking bandwidth	2.4 Tbps		
Stacking density (maximum switches in a stack)	12		
Maximum stacking distance (distance between stacked switches)	10 km		

<sup>1</sup> Either 4x40G rear stacking ports + 2x 40G front modular uplink port, or 2x40G rear uplink ports. Front module disabled when rear ports used for uplinks

<sup>2</sup> Either 2x100G rear stacking ports + 1x 100G front modular uplink port, or 2x100G rear uplink ports. Front module disabled when rear ports used for uplinks



## RUCKUS ICX 7650 FEATURE/MODEL COMPARISON

Gigabit Access	Multigigabit Access	1/10G Aggregation
Ruckus ICX 7650-48P	Ruckus ICX 7650-48ZP	Ruckus ICX 7650-48F

FEATURE	POWER		
Power inlet (AC)	C14		
Input voltage/frequency	AC: 100 to 240 VAC @ 50 to 60 Hz   DC: 40 to 60 VDC		
Power supply rated maximum	2 x 1000W		2 x 250W
PoE power budget (two power supplies)	1500 W		
Switch power consumption <sup>3</sup> (25°C)			
Idle (no PoE load)	66 W	111 W	82 W
10% traffic <sup>4</sup> (full PoE load)	895 W	944 W	197 W
100% traffic <sup>4</sup> (full PoE load)	901 W	951 W	216 W
Airflow	front-to-back, or back-to-front (depending on power supplies and fans installed)		
Switch heat dissipation <sup>3,5</sup> (25°C)			
Idle (no PoE load)	226 BTU/hour	381 BTU/hour	281 BTU/hour
10% traffic <sup>4</sup> (full PoE load)	226 BTU/hour	381 BTU/hour	676 BTU/hour
100% traffic <sup>4</sup> (full PoE load)	226 BTU/hour	381 BTU/hour	741 BTU/hour

FEATURE	ENVIRONMENT		
Weight <sup>3</sup>	7.5 kg (16.53 lb)	8.01 kg (17.66 lb)	7.6 kg (16.75 lb)
Dimensions	440mm (17.323 in.) W x 406mm (15.984 in.) D x 44mm (1.732 in.) H; 1U		
Acoustics <sup>3</sup> (25°C, ISO 7779)	48.3 dBA	48.3 dBA	48.8 dBA
MTBF <sup>3</sup> (25°C)	213,026 hours	201,678 hours	243,130 hours

<sup>3</sup> Switch includes one AC power supply, one fan, one 2x40 GbE QSFP+ uplink module

<sup>4</sup> Traffic load on all ports connected with maximum possible PoE/PoE+ loads (if equipped).

<sup>5</sup> PoE power not included in switch heat dissipation figures since the heat is not dissipated at the switch.

### RUCKUS ICX 7650 SPECIFICATIONS

FEATURES	CAPABILITIES
Connector options	<ul style="list-style-type: none"> <li>10/100/1000 Mbps, 2.5/5/10 Gbps ports: RJ-45</li> <li>100 Mbps SFP ports</li> <li>1 Gbps SFP ports</li> <li>10 Gbps SFP+ ports</li> <li>40 Gbps QSFP+ ports</li> <li>100 Gbps QSFP28 ports</li> <li>Out-of-band Ethernet management: 10/100/1000 Mbps RJ-45</li> <li>Console management: USB type C (Type C plug) and RJ45</li> <li>File Transfer: USB port, standard-A plug</li> <li>For the latest information about supported optics, please visit <a href="http://www.ruckuswireless.com/optics">www.ruckuswireless.com/optics</a>.</li> </ul>
DRAM	<ul style="list-style-type: none"> <li>4 GB</li> </ul>
NVRAM (flash)	<ul style="list-style-type: none"> <li>16 GB</li> </ul>
Packet Buffer Size	<ul style="list-style-type: none"> <li>12 MB on ICX7650-48ZP and 48F, 5 MB on ICX7650-48P</li> </ul>
Maximum VLANs	<ul style="list-style-type: none"> <li>4092</li> </ul>
Maximum PVLANS	<ul style="list-style-type: none"> <li>256</li> </ul>
Maximum VEs	<ul style="list-style-type: none"> <li>512</li> </ul>
Maximum routes (in hardware)	<ul style="list-style-type: none"> <li>128K (IPv4)</li> <li>8K (IPv6)</li> <li>16K (Next Hop Addresses)</li> </ul>
Trunking	<ul style="list-style-type: none"> <li>Maximum ports per trunk: 16</li> <li>Maximum trunk groups: 256</li> </ul>
Maximum jumbo frame size	<ul style="list-style-type: none"> <li>9,216 bytes</li> </ul>
QoS priority queues	<ul style="list-style-type: none"> <li>10 for Unicast and Multicast traffic</li> </ul>
Multicast Groups	<ul style="list-style-type: none"> <li>8192 (Layer 2)</li> <li>8192 (Layer 3)</li> </ul>
VRF	<ul style="list-style-type: none"> <li>32 instances</li> </ul>
Layer 2 switching	<ul style="list-style-type: none"> <li>802.1s Multiple Spanning Tree</li> <li>802.1x Authentication</li> <li>Auto MDI/MDIX</li> <li>BPDU Guard, Root Guard</li> <li>Dual-Mode VLANs</li> <li>MAC-based VLANs, Dynamic MAC-based VLAN activation</li> <li>Dynamic Voice VLAN Assignment</li> <li>Dynamic VLAN Assignment</li> <li>Fast Port Span</li> <li>GVRP: GARP VLAN Registration Protocol</li> <li>IGMP Snooping (v1/v2/v3)</li> <li>IGMP Proxy for Static Groups</li> <li>IGMP v2/v3 Fast Leave</li> <li>Inter-Packet Gap (IPG) adjustment</li> <li>Link Fault Signaling (LFS)</li> <li>MAC Address Filtering</li> <li>MAC Learning Disable</li> <li>MLD Snooping (v1/v2)</li> <li>Multi-device Authentication</li> <li>Per-VLAN Spanning Tree (PVST/PVST+/PVRST)</li> <li>Mirroring - Port-based, ACL-based, MAC Filter-based, and VLAN-based</li> <li>PIM-SM v2 Snooping</li> <li>Port Loop Detection</li> <li>Private VLAN</li> <li>Remote Fault Notification (RFN)</li> <li>Single-instance Spanning Tree</li> <li>Trunk Groups (static, LACP)</li> <li>Uni-Directional Link Detection (UDLD)</li> <li>Metro-Ring Protocol (MRP) (v1, v2)</li> <li>Virtual Switch Redundancy Protocol (VSRP)</li> <li>Q-in-Q</li> <li>Topology Groups</li> </ul>



RUCKUS ICX 7650 FEATURE/MODEL COMPARISON

FEATURES	CAPABILITIES	
Base Layer 3 IP routing	<ul style="list-style-type: none"> <li>• IPv4 and IPv6 static routes</li> <li>• RIP</li> <li>• ECMP</li> <li>• Port-based Access Control Lists</li> <li>• Layer 3/Layer 4 ACLs</li> <li>• Host routes</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual Interfaces</li> <li>• Routed Interfaces</li> <li>• Route-only Support</li> <li>• Routing Between Directly Connected Subnets</li> </ul>
Premium Layer 3 IP routing (with software license)	<ul style="list-style-type: none"> <li>• IPv4 and IPv6 dynamic routes</li> <li>• OSPF v2, OSPF v3 (IPv6)</li> <li>• PIM-SM, PIM-SSM, PIM-DM, PIM passive (IPv4/IPv6 multicast routing functionality)</li> <li>• PBR</li> <li>• Virtual Route Redundancy Protocol VRRP v3 (IPv6)</li> <li>• VRRP-E (IPv4, IPv6)</li> </ul>	<ul style="list-style-type: none"> <li>• BGP4, BGP4+ (IPv6)</li> <li>• GRE</li> <li>• IPv6 over IPv4 tunnels</li> <li>• VRF-lite (IPv4 and IPv6)</li> <li>• MSDP</li> <li>• RIP v1/v2, RIPng</li> </ul>
Quality of Service (QoS)	<ul style="list-style-type: none"> <li>• ACL Mapping and Marking of ToS/DSCP (CoS)</li> <li>• ACL Mapping and Marking of 802.1p</li> <li>• ACL Mapping to Priority Queue</li> <li>• Classifying and Limiting Flows Based on TCP Flags</li> <li>• DiffServ Support</li> <li>• Honoring DSCP and 802.1p (CoS)</li> </ul>	<ul style="list-style-type: none"> <li>• MAC Address Mapping to Priority Queue</li> <li>• Priority Queue Management using Weighted Round Robin (WRR), Strict Priority (SP), and a combination of WRR and SP</li> <li>• Priority Flow Control</li> </ul>
Traffic management	<ul style="list-style-type: none"> <li>• ACL-based inbound rate limiting and traffic policies</li> <li>• Broadcast, multicast, and unknown unicast rate limiting</li> </ul>	<ul style="list-style-type: none"> <li>• Inbound rate limiting per port</li> <li>• Outbound rate limiting per port and per queue</li> </ul>
Security	<ul style="list-style-type: none"> <li>• MACsec</li> <li>• 802.1X authentication</li> <li>• MAC authentication</li> <li>• Flexible authentication</li> <li>• Web authentication</li> <li>• DHCP snooping</li> <li>• Dynamic ARP inspection</li> <li>• Neighbor Discovery (ND) Inspection</li> <li>• Tri-level Access Mode (EXEC, Privileged EXEC and Global Configuration)</li> <li>• EAP pass-through support</li> </ul>	<ul style="list-style-type: none"> <li>• IEEE 802.1X username export in sFlow</li> <li>• Protection against Denial of Service (DoS) attacks</li> <li>• Authentication, Authorization, and Accounting (AAA)</li> <li>• MAC Address Locking MAC Port Security</li> <li>• Advanced Encryption Standard (AES) with SSHv2</li> <li>• RADIUS/TACACS/TACACS+</li> <li>• Secure Copy (SCP)</li> <li>• Secure Shell (SSHv2)</li> <li>• Local Username/Password</li> <li>• Change of Authorization (CoA) RFC 5176</li> <li>• Trusted Platform Module</li> <li>• Protected ports</li> </ul>
SDN features	<ul style="list-style-type: none"> <li>• OpenFlow v1.0 and v1.3</li> <li>• OpenFlow with hybrid port mode</li> </ul>	<ul style="list-style-type: none"> <li>• Operates with OpenDaylight SDN Controllers and the applications running on the controller</li> </ul>
IEEE standards compliance	<ul style="list-style-type: none"> <li>• 802.1AB LLDP</li> <li>• 802.1D MAC Bridging</li> <li>• 802.1p Mapping to Priority Queue</li> <li>• 802.1s Multiple Spanning Tree (MST)</li> <li>• 802.1w Rapid Reconfiguration of Spanning Tree</li> <li>• 802.1x Port-based Network Access Control (PNAC)</li> <li>• 802.3 Carrier Sense Multiple Access/Collision Detection (CSMA/CD)</li> <li>• 802.3ab 1000BASE-T</li> <li>• 802.1AX-2008 Link Aggregation</li> <li>• 802.3ae 10 Gigabit Ethernet</li> </ul>	<ul style="list-style-type: none"> <li>• 802.3af Power over Ethernet</li> <li>• 802.3at Power over Ethernet Plus</li> <li>• 802.3bt 4-Pair Power over Ethernet (IEEE ratification pending)</li> <li>• 802.3u 100Base-TX</li> <li>• 802.3x Full duplex and Flow Control</li> <li>• 802.3z 1000Base-SX/LX</li> <li>• 802.3 MAU MIB (RFC 2239)</li> <li>• 802.3ba 40 and 100 Gbps Ethernet</li> <li>• 802.1AE-MACsec* (with license)</li> <li>• 802.3az Energy Efficient Ethernet</li> <li>• 802.1Q VLAN Tagging</li> <li>• 802.1BR Bridge Port Extension</li> </ul>



## RUCKUS ICX 7650 FEATURE/MODEL COMPARISON

IETF RFC standards compliance	For a complete list of RFCs supported by the Ruckus FastIron® software platform, please consult the "FastIron Features and Standards Support Matrix" document available from <a href="http://support.ruckuswireless.com">support.ruckuswireless.com</a> .	
FEATURES	CAPABILITIES	
High availability	<ul style="list-style-type: none"> <li>Redundant hot-swappable power supplies</li> <li>Hot-swappable fan trays</li> <li>Layer 3 VRRP/VRRP-E protocol redundancy</li> <li>Real-time state synchronization across the stack</li> </ul>	<ul style="list-style-type: none"> <li>Hitless failover and switchover from master to standby stack controller</li> <li>Hot insertion and removal of stacked units</li> <li>Layer 2 VSRP switch redundancy</li> <li>In Service Software Update (ISSU)</li> <li>Multi Chassis Trunking* (MCT)</li> </ul>
Management	<ul style="list-style-type: none"> <li>DHCP Auto Configuration</li> <li>Configuration Logging</li> <li>Digital Optical Monitoring</li> <li>Display Log Messages on Multiple Terminals</li> <li>Embedded Web Management (HTTP/HTTPS)</li> <li>Embedded DHCP Server</li> <li>Industry-standard Command Line Interface (CLI)</li> <li>Brocade Network Advisor (sold separately)</li> <li>Easy activation of optional software features</li> <li>USB file management and storage</li> <li>Boot from USB storage</li> <li>Macro for batch execution</li> <li>Out-of-band Ethernet Management</li> </ul>	<ul style="list-style-type: none"> <li>ERSPAN support for remote traffic monitoring</li> <li>TFTP</li> <li>TELNET Client and Server</li> <li>Bootp SNMPv1/v2c</li> <li>DHCP Server and DHCP Relay</li> <li>SNMPv3 Intro to Framework</li> <li>Architecture for Describing SNMP Framework</li> <li>SNMP Message Processing and Dispatching</li> <li>SNMPv3 Applications</li> <li>SNMPv3 User-based Security Model</li> <li>SNMP View-based Access Control Model SNMP</li> <li>sFlow</li> <li>Network Time Protocol (NTP)</li> <li>Multiple Syslog Servers</li> <li>SCP</li> <li>EOAM (EFM-OAM)</li> <li>Virtual Cable Tester (VCT)</li> <li>For Management MIB, please consult the "FastIron MIB Reference" document available from <a href="http://support.ruckuswireless.com">support.ruckuswireless.com</a>.</li> </ul>
FEATURES	ENVIRONMENT	
Temperature	Operating temperature: 0°C to 45°C/32°F to 113°F at sea level Storage temperature: -40°C to 70°C/-40°F to 158°F	
Humidity	Operating relative humidity: 10% to 90% at 50°C, non-condensing Non-operating relative humidity: 5% to 95% at 70°C, non-condensing	
Altitude	Operating altitude: 10,000 ft. (3,000 m) maximum Storage altitude: 39,000 ft. (12,000 m) maximum	
FEATURES	COMPLIANCE/CERTIFICATION	
Electromagnetic emissions	FCC Class A (Part 15); EN 55022/CISPR-22 Class A; VCCI Class A; ICES-003 Electromagnetic Emission; AS/NZS 55022; EN 61000-3-2 Power Line Harmonics; EN 61000-3-3 Voltage Fluctuation and Flicker EN 61000-6-3 Emission Standard	
Safety	CAN/CSA-C22.2 NO. 60950-1-07; UL 60950-1; IEC60950-1; EN 60950-1:2006 Safety of Information Technology Equipment; EN 60825-1 Safety of Laser Products	
Immunity	EN 61000-6-1 Generic Immunity and Susceptibility; EN 55024 Immunity Characteristics; EN 61000-4-3 Radiated, Radio Frequency, Electromagnetic Field; EN 61000-4-4 Electrical Fast Transient; EN 61000-4-5 Surge; EN 61000-4-6 Conducted Disturbances Induced by Radio-Frequency Fields; EN 61000-4-8 Power Frequency Magnetic Field; EN 61000-4-11 Voltage Dips and Sags	
Environmental regulatory compliance	RoHS-compliant (6 of 6); WEEE-compliant	
Vibration	IEC 68-2-36, IEC 68-2-6	
Shock and drop	IEC 68-2-27, IEC 68-2-32	



## RUCKUS ICX 7650 ORDERING INFORMATION

PART NUMBER	SWITCH BUNDLES
ICX7650-48ZP-E	48-port; 24-port 100MbE/1GbE/2.5GbE/5Gb E/10GbE POH, 24-port 1 GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot. Bundle includes one 1000W AC power supply and one fan, front to back airflow, port modules sold separately.
ICX7650-48P-E	48-port 1 GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot. bundle includes one 1000W AC power supply and one fan, front to back airflow, port modules sold separately.
ICX7650-48F-E	48-port; 24-port 1/10GbE SFP+, 24-port 1 GbE SFP, 4xQSFP (either 2x100G or 4x40G active), modular slot. fiber switch bundle includes one 250W AC power supply and one fan, front to back airflow, port modules sold separately.
ICX7650-48ZP-E2	48-port; 24-port 100MbE/1GbE/2.5GbE/5Gb E/10GbE POH, 24-port 1 GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot bundle includes two 1000W AC power supplies and two fans, front to back airflow, port modules sold separately.
ICX7650-48P-E2	48-port 1 GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot bundle includes two 1000W AC power supplies and two fans, front to back airflow, port modules sold separately.
ICX7650-48F-E2	48-port; 24-port 1/10GbE SFP+, 24-port 1 GbE SFP, 4xQSFP (either 2x100G or 4x40G active), modular slot fiber switch bundle includes two 250W AC power supplies and two fans, front to back airflow, port modules sold separately.
PART NUMBER	SWITCH BUNDLES WITH 3 YEARS REMOTE SUPPORT
ICX7650-48ZP-E-RMT3	48-port; 24-port 100MbE/1GbE/2.5GbE/5GbE/10GbE POH, 24-port 1GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot bundle includes one 1000W AC power supply and one fan, front to back airflow, port modules sold separately, 3 years 24x7 remote support.
ICX7650-48P-E-RMT3	48-port 1 GbE switch PoE+, 4xQSFP (either 2x100GbE or 4x40GbE active), modular slot bundle includes one 1000W AC power supply and one fan, front to back airflow, port modules sold separately, 3 years 24x7 remote support.
ICX7650-48F-E-RMT3	48-port; 24-port 1/10GbE SFP+, 24-port 1 GbE SFP, 4xQSFP (either 2x100G or 4x40G active), modular slot fiber switch bundle includes one 250W AC power supply and one fan, front to back airflow, port modules sold separately, 3 years 24x7 remote support.
PART NUMBER	BARE SWITCHES
ICX7650-48ZP	48-port switch; 24-port 100MbE/1GbE/2.5GbE/5GbE/10GbE POH and 24-port 1GbE, PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot, no PSU, no fans, no port module.
ICX7650-48P	48-port 1 GbE switch PoE+, 4xQSFP (either 2x100G or 4x40G active), modular slot, no PSU, no fans, no port module.
ICX7650-48F	48-port; 24-port 1/10GbE SFP+, 24-port 1 GbE SFP, 4xQSFP (either 2x100G or 4x40G active), modular slot fiber switch, no PSU, no fans, no port module.
PART NUMBER	POWER SUPPLIES AND FANS
RPS15-E	ICX7650/7450/6610/6650 NON-POE 250W AC PSU, exhaust airflow, front to back airflow
RPS15-I	ICX7650/7450/6610/6650 NON-POE 250W AC PSU, intake airflow, back to front airflow
RPS16-E	ICX7650/7450/6610 POE 1000W AC PSU, exhaust airflow, front to back airflow
RPS16-I	ICX7650/7450/6610 POE 1000W AC PSU, intake airflow, back to front airflow
ICX-FAN12-E	ICX 7650 exhaust airflow fan, front to back airflow (two fans required when using two power supplies)
ICX-FAN12-I	ICX 7650 intake airflow fan, back to front airflow (two fans required when using two power supplies)
PART NUMBER	PORT MODULES
ICX7650-1X100GQ	ICX 7650 1-port 100GbE QSFP28 Module
ICX7650-2X40GQ	ICX 7650 2-port 40GbE QSFP+ Module
ICX7650-4X10GF	ICX 7650 4-port 1/10GbE SFP+ Module



## RUCKUS ICX 7650 ORDERING INFORMATION

PART NUMBER	FEATURE LICENSE AND ACCESSORIES
ICX7650-PREM-LIC	ICX 7650 advanced L3 License adds support for OSPF, BGP VRRP, PIM, PBR, VRF
ICX-MACSEC-LIC	ICX MACsec license adds support for 128/256 bit MACsec encryption to ICX 7650
ICX7000-RMK	FRU, RACK MOUNT KIT,2 POST ICX7000 SERIES
XBR-R000295	FRU, RACK MOUNT KIT,4 POST 24-32 DEPTH RCK

PART NUMBER	OPTICS
E1MG-100FX-OM	100BASE-FX SFP optic MMF, LC connector, optical monitoring-capable.
E1MG-100FX-A	100BASE-FX SFP optic MMF, LC connector, optical monitoring-capable, TAA-compliant.
E1MG-100FX-IR-OM	100BASEFX-IR SFP optic for SMF with LC connector, optical monitoring-capable. For distances, up to 15 km.
E1MG-100FX-LR-OM	100BASEFX-LR SFP optic for SMF with LC connector, optical monitoring-capable. For distances up to 40 km.
E1MG-BXD	1000BASE-BXD SFP optic, SMF, 1,490 nm, LC connector. This optic can be connected only to an E1MG-BXU at the far end.
E1MG-BXU	1000BASE-BXU SFP optic, SMF, 1,310 nm, LC connector. This optic can be connected only to an E1MG-BXD at the far end.
E1MG-LX-A	1000BASE-LX SFP optic SMF, LC connector, optical monitoring-capable. For distances up to 10 km, TAA-compliant.
E1MG-LHA-OM-T	1000BASE-LHA SFP optic, MMF, LC connector, optical monitoring-capable (70 km), industrial temperature.
E1MG-LX-OM	1000BASE-LX SFP optic SMF, LC connector, optical monitoring-capable. For distances, up to 10 km.
E1MG-SX-A	1000Base-SX SFP optic, MMF, LC connector, optical monitoring-capable, TAA-compliant.
E1MG-SX-OM	1000BASE-SX SFP optic, MMF, LC connector, optical monitoring-capable.
E1MG-TX	1000BASE-T SFP Copper, RJ-45 connector.
E1MG-TX-A	1000BASE-TX SFP Copper, RJ-45 Connector, TAA-compliant.
10G-SFPP-USR	10 GbE Ultra-Short Reach (USR), SFP+ optic (LC), target range 100 m over MMF.
10G-SFPP-USR-SA	10 GbE Ultra-Short Reach (USR), SFP+ optic (LC), target range 100 m over MMF, standard temperature, TAA-compliant.
10G-SFPP-SR	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF.
10G-SFPP-SR-SA	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF, standard temperature, TAA-compliant.
10G-SFPP-SR-S	10GBASE-SR, SFP+ optic (LC), for up to 300 m over MMF, standard temperature.
10G-SFPP-LR	10G-SFPP-LR 10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF.
10G-SFPP-LR-SA	10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF, standard temperature, TAA-compliant.
10G-SFPP-LR-S	10GBASE-LR, SFP+ optic (LC), for up to 10 km over SMF, standard temperature.
10G-SFPP-ER	10GBASE-ER, SFP+ optic (LC), for up to 40 km over SMF.
10G-SFPP-ZR	10GBASE-ZR, SFP+ optic (LC), for up to 80 km over SMF.
10G-SFPP-LRM	10GBASE-LRM, SFP+ optic (LC), 220 m over OMI/OM2/OM3 MMF.
10G-SFP-BXD-S	10GBASE-LR, Bidirectional Downstream SFP+ optic (LC), for up to 10 km over SMF, STD Temp.
10G-SFP-BXU-S	10GBASE-LR, Bidirectional Upstream SFP+ for up to 10 km over SMF LC connector, STD Temp.
40G-QSFP-SR-BIDI	40GE SR QSFP+ optic (LC), bidirectional, 100 m over OM3 MMF.
40G-QSFP-SR4	40GBASE-SR4 QSFP+ optic (MTP 1x8 or 1x12), 100 m over MMF OM3, 150 m over MMF OM4 (not compliant with 10GBASESR4 modules per IEEE 802.ae standard).
40G-QSFP-ESR4	40GBASE-ESR4 QSFP+ optic (MTP 1x8 or 1x12), 300 m over MMF, (10GBASE-SR compatible, breakout).
40G-QSFP-SR4-INT	40GBASE-SR4 QSFP+ optic (MTP 1x8 or 1x12), 100 m over MMF (10GBASE-SR compatible, breakout-capable).
40G-QSFP-LM4	40GBASE-LM4 QSFP+ optic (LC), for up to 160 m over MMF and 2 km over SMF, 1-pack.



## RUCKUS ICX 7650 ORDERING INFORMATION

PART NUMBER	OPTICS
40G-QSFP-LR4	40GBASE-LR4 QSFP+ optic (LC), for up to 10 km over SMF.
E100G-QSFP28-SR4	100 GbE QSFP28 SR4 transceiver 100 m over MMF.
E100G-QSFP28-LR4L-2KM	100 GbE QSFP28 LR4 lite transceiver 2 km over SMF.
E100G-QSFP28-LR4-10KM	100 GbE QSFP28 LR4 transceiver 10 km over SMF.
E100G-QSFP28-CWDM4-2KM	100GBASE CWDM4 QSFP transceiver LC 2 km over SM.

PART NUMBER	DIRECT-ATTACHED CABLES
1G-SFP-C-0101	1 GbE SFP direct-attached copper cable, 1 m, 1-pack.
1G-SFP-C-0501	1 GbE SFP direct-attached copper cable, 5 m, 1-pack.
10G-SFPP-TWX-0101	10 GbE SFP+ direct-attached active copper cable, 1 m, 1-pack.
10G-SFPP-TWX-0301	10 GbE SFP+ direct-attached active copper cable, 3 m, 1-pack.
10G-SFPP-TWX-0501	10 GbE SFP+ direct-attached active copper cable, 5 m, 1-pack.
10G-SFPP-TWX-P-0101	10 GbE SFP+ direct-attached passive copper cable, 1 m, 1-pack.
10G-SFPP-TWX-P-0301	10 GbE SFP+ direct-attached passive copper cable, 3 m, 1-pack.
10G-SFPP-TWX-P-0501	10 GbE SFP+ direct-attached passive copper cable, 5 m, 1-pack.
10GE-SFPP-AOC-0701	10 GbE SFP+ Direct-attached active optic cable, 7 m, 1-pack.
10GE-SFPP-AOC-1001	10 GbE SFP+ Direct-attached active optic cable, 10 m, 1-pack.
40G-QSFP-C-00501	40 GbE direct-attached QSFP+ to QSFP+ Passive copper cable, 0.5 m, 1-pack.
40G-QSFP-C-0101	40 GbE direct-attached QSFP+ to QSFP+ Passive copper cable, 1 m, 1-pack.
40G-QSFP-QSFP-C-0101	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 1 m, 1-pack.
40G-QSFP-QSFP-C-0301	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 3 m, 1-pack.
40G-QSFP-QSFP-C-0501	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 5 m, 1-pack.
40G-QSFP-QSFP-AOC-1001	40 GbE direct-attached QSFP+ to QSFP+ Active copper cable, 10 m, 1-pack.
E100G-QSFP-QSFP-P-0101	100 GbE QSFP28 direct-attached passive copper cable, 1 m, 1-pack.
E100G-QSFP-QSFP-P-0301	100 GbE QSFP28 direct-attached passive copper cable, 3 m, 1-pack.
E100G-QSFP-QSFP-P-0501	100 GbE QSFP28 direct-attached passive copper cable, 5 m, 1-pack.

For the latest information about supported optics and cables, please visit [www.ruckuswireless.com/optics](http://www.ruckuswireless.com/optics).

## ORDERING NOTES

Customers have two options when ordering a Ruckus ICX 7650 Switch. They can select one of the pre-built units from the "Switch Bundles" section, or they can build their own custom unit by selecting a "Bare Switch" and adding their choice of power supplies, fans, and port modules.

Pre-built units ordered from the "Switch Bundles" section include a power cord, two-post rack mounting brackets, and a USB serial console cable. Units ordered from the "Bare Switches" section include two-post rack mounting brackets and a USB serial console cable.

AC power supplies ordered separately include a power cord. Stacking cables must be ordered separately.

## WARRANTY

Ruckus ICX 7650 Switches are covered by the Ruckus Assurance Limited Lifetime Warranty. For details, visit [www.ruckuswireless.com/warranty](http://www.ruckuswireless.com/warranty).

## BEST-IN-CLASS SUPPORT

Ruckus ICX 7650 switches come with 90 days of free technical support from the Ruckus Technical Assistance Center (TAC). For continued access to the TAC past the initial 90 days, customers must purchase a Ruckus Technical Support contract. For details, visit [support.ruckuswireless.com/programs](http://support.ruckuswireless.com/programs).

## LEGAL DISCLAIMER

Product features, functionality and specifications may change or be discontinued without notice. Nothing in this document shall be deemed to create a warranty of any kind, either express or implied, statutory or otherwise, including but not limited to, any implied warranties of merchantability, fitness for a particular purpose, non-infringement of third-party rights or availability with respect to any products and services.

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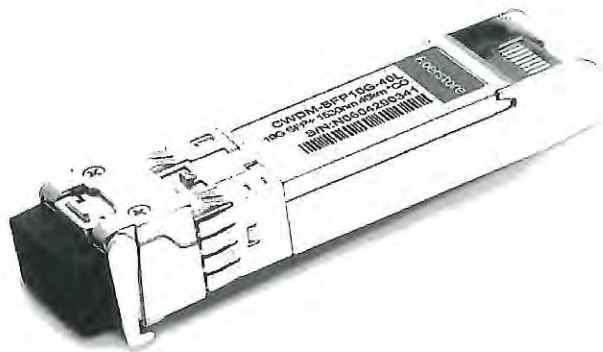






**Datasheet**
**10G CWDM SFP+ 1470nm~1610nm 40km Transceiver for SMF**

CWDM-SFP10G-40L


**Features**

- Hot-Pluggable SFP+ Footprint
- 8-Wavelengths CWDM EML Transmitter from 1470nm to 1610nm, with step 20nm
- 14dB Power Budget
- Duplex LC connector
- Power Dissipation <1.5W
- Dispersion tolerance 800ps/nm
- Commercial temperature range: 0° C to 70° C
- Build-in digital diagnostic functions, including optical power monitoring
- Compliant with SFF-8431 MSA
- Compliant with SFF-8432 MSA

**Application**

- 10GBASE-ER/EW
- 10G FC
- OBSAI rates 6.144 Gb/s, 3.072 Gb/s, 1.536 Gb/s, 0.768Gb/s
- CPRI rates 9.830 Gb/s, 7.373Gb/s, 6.144 Gb/s, 4.915 Gb/s, 2.458 Gb/s, 1.229 Gb/s, 0.614Gb/s
- Other optical links

## Datasheet

### Description

The CWDM-SFP10G-40L series optical transceiver is designed for fiber communications application up to 10G, which fully compliant with the specification of SFP+ MSA SFF-8431.

This module is designed for single mode fiber and operates at a nominal wavelength of CWDM wavelength. There are eight center wavelengths available from 1470nm to 1610nm, with each step 20nm. A guaranteed optical link budget of 14 dB is offered.

The module is with the SFP+ connector to allow hot plug capability. Only single 3.3V power supply is needed. The optical output can be disabled by LVTTTL logic high-level input of TX\_DIS. Loss of signal (RX\_LOS) output is provided to indicate the loss of an input optical signal of receiver.

This module provides digital diagnostic functions via a 2-wire serial interface as defined by the SFF-8472 specification.

### Product Specifications

#### I. General Product Characteristics

Parameter	Symbol	Min	Typ	Max	Units	Ref.
Module Form Factor	BR	9.95		10.5	Gb/s	1
Number of Lanes	BER			10 <sup>-12</sup>		2
Maximum Aggregate Data Rate	L <sub>max</sub>		40		km	

#### Notes:

1. 10GBASE-ER, 10GBASE-EW, 1200-SM-LL-L 10GFC.
2. Tested with a PRBS 2<sup>31</sup>-1 test pattern.

**Datasheet**
**CWDM Wavelength**

18 Wavelengths from 1270nm to 1610nm, each step 20nm.

Band	Nomenclature	Wavelength(nm)		
		Min.	Typ.	Max.
O-band Original	A	1264	1270	1277.5
	B	1284	1290	1297.5
	C	1304	1310	1317.5
	D	1324	1330	1337.5
	E	1344	1350	1357.5
	F	1364	1370	1377.5
E-band Extended	G	1384	1390	1397.5
	H	1404	1410	1417.5
	I	1424	1430	1437.5
	J	1444	1450	1457.5
	K	1464	1470	1477.5
	L	1484	1490	1497.5
S-band Short Wavelength	M	1504	1510	1517.5
	N	1524	1530	1537.5
	O	1544	1550	1557.5
C-band Conventional	P	1564	1570	1577.5
	Q	1584	1590	1597.5
L-band Long Wavelength	R	1604	1610	1617.5



**Datasheet**
**II. Absolute Maximum Ratings**

Parameter	Symbol	Min	Type	Max	Unit
Maximum Supply Voltage 1	V <sub>cc</sub>	-0.5		4.0	V
Storage Temperature	T <sub>s</sub>	-40		85	° C
Case Operating Temperature	T <sub>c</sub>	0		70	° C
Supply Voltage	V <sub>cc</sub>	3.13	3.3	3.45	V
Supply Current	I <sub>cc</sub> (0° C to 70° C)		350	455	mA

**III. Electrical Characteristics**

Parameter	Symbol	Min	Type	Max	Unit	Notes
<b>Transmitter</b>						
CML Inputs(Differential)	V <sub>in</sub>	180		1000	mVpp	1
Input Impedance (Differential)	Z <sub>in</sub>	85	100	115	ohm	
TX_DISABLE Input Voltage - High		2		V <sub>cc</sub> +0.3	V	
TX_DISABLE Input Voltage - Low		0		0.8	V	
TX_FAULT Output Voltage - High		2		V <sub>cc</sub> +0.3	V	
TX_FAULT Output Voltage - Low		0		0.8	V	

## Datasheet

**Receiver**

CML Outputs (Differential)	Vout	350		700	mVpp	1
Output Impedance (Differential)	Zout	85	100	115	ohm	
RX_LOS Output Voltage - High		2		V <sub>CC</sub> +0.3	V	
RX_LOS Output Voltage - Low		0		0.8	V	
MOD_DEF ( 0:2 )	VoH	2.5			V	2
	VoL	0		0.5	V	

## Notes:

1. After internal AC coupling.
2. Reference the SFF-8472 MSA.

**IV. Optical Characteristics**

Parameter	Symbol	Min	Type	Max	Unit	Notes
<b>Transmitter</b>						
Optical Wavelength	$\lambda$	$\lambda_c-6$	$\lambda_c$	$\lambda_c+7.5$	nm	2
-20dB Spectrum Width	$\Delta\lambda$			1	nm	
Side Mode Suppression Ratio	SMSR	30			dB	
Output Opt. Pwr: 9/125 SMF	P <sub>out</sub>	-1		+4	dBm	1
Extinction Ratio	ER	3.5			dB	
Average Launch Power of OFF Transmitter	P <sub>OFF</sub>			-30	dBm	

## Datasheet

Transmitter Dispersion Penalty	TDP	3	dB	
TX Jitter	TXj	Per 802.3ae requirements		
Relative Intensity Noise	RIN	-128	dB/Hz	
<b>Receiver</b>				
Receiver Sensitivity	$P_{min}$	-15.8	dBm	3
Maximum Input Power	$P_{max}$	-1	dBm	
Optical Center Wavelength	$\lambda$	1260	1620	nm
Receiver Reflectance	Rrf	-12	dB	
LOS De-Assert	LOS <sub>D</sub>	-20	dBm	
LOS Assert	LOS <sub>A</sub>	-28	dBm	
LOS Hysteresis		1	dB	

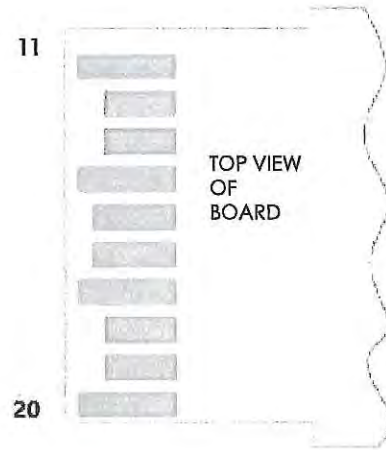
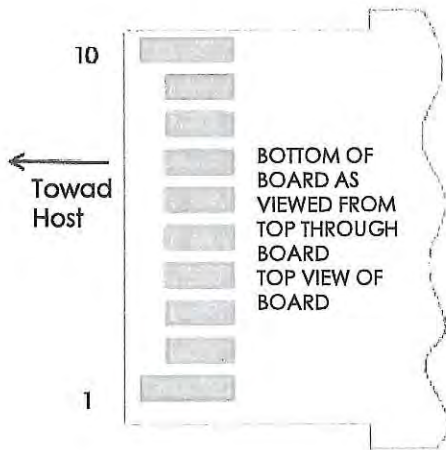
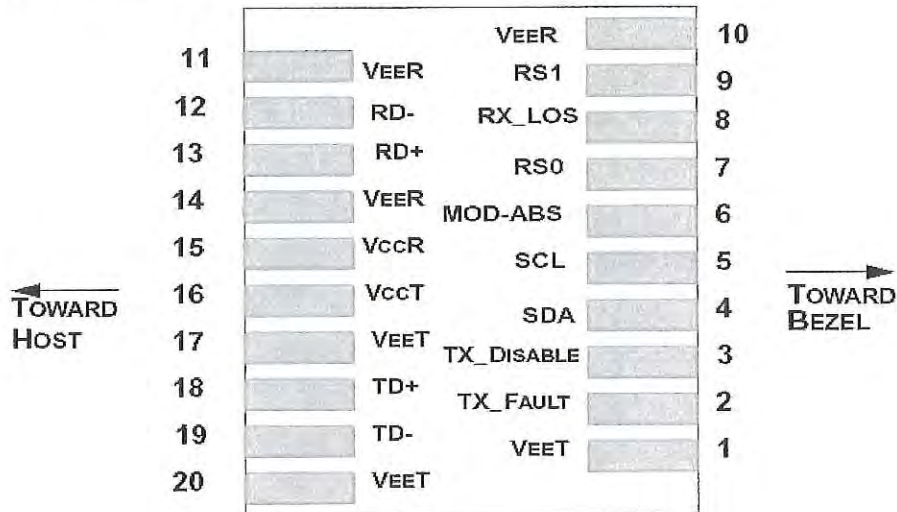
## Notes:

1. Output power is coupled into a 9/125 $\mu$ m SMF.
2. ITU-T G.694.2 CWDM wavelength from 1470nm to 1610nm, each step 20nm.
3. Average received power; BER less than 1E-12 and PRBS 2<sup>31</sup>-1 test pattern.



Datasheet

V. Pin Description



Pin Num.	Name	Function	Plug Seq.	Notes
1	Veet	Transmitter Ground	1	Note 5
2	TX Fault	Transmitter Fault Indication	3	Note 1
3	TX Disable	Transmitter Disable	3	Note 2, Module disables on high or open
4	SDA	Module Definition 2	3	2-wire Serial Interface Data Line.

## Datasheet

Pin No.	Signal Name	Description	Width	Notes
5	SCL	Module Definition 1	3	2-wire Serial Interface Clock.
6	MOD-ABS	Module Definition 0	3	Note 3
7	RS0	RX Rate Select (LVTTTL).	3	Rate Select 0, optionally controls SFP+ module receiver. This pin is pulled low to VeeT with a >30K resistor.
8	LOS	Loss of Signal	3	Note 4
9	RS1	TX Rate Select (LVTTTL).	1	Rate Select 1, optionally controls SFP+ module transmitter. This pin is pulled low to VeeT with a >30K resistor.
10	VeeR	Receiver Ground	1	Note 5
11	VeeR	Receiver Ground	1	Note 5
12	RD-	Inv. Received Data Out	3	Note 6
13	RD+	Received Data Out	3	Note 6
14	VeeR	Receiver Ground	1	Note 5
15	VccR	Receiver Power	2	3.3V ± 5%, Note 7
16	VccT	Transmitter Power	2	3.3V ± 5%, Note 7
17	VeeT	Transmitter Ground	1	Note 5
18	TD+	Transmit Data In	3	Note 8
19	TD-	Inv. Transmit Data In	3	Note 8
20	VeeT	Transmitter Ground	1	Note 5

## Notes:

- TX Fault is an open collector/drain output, which should be pulled up with a 4.7K – 10KΩ resistor on the host board. Pull up voltage between 2.0V and VccT/R+0.3V. When high, output indicates a laser fault of some kind. Low indicates normal operation. In the low state, the output will be pulled to < 0.8V.





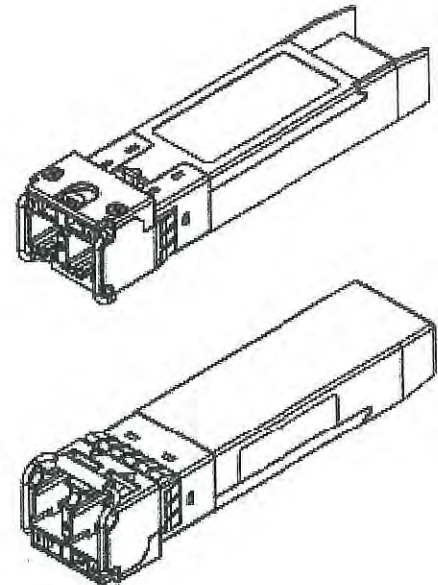
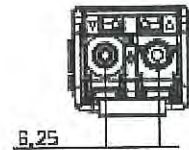
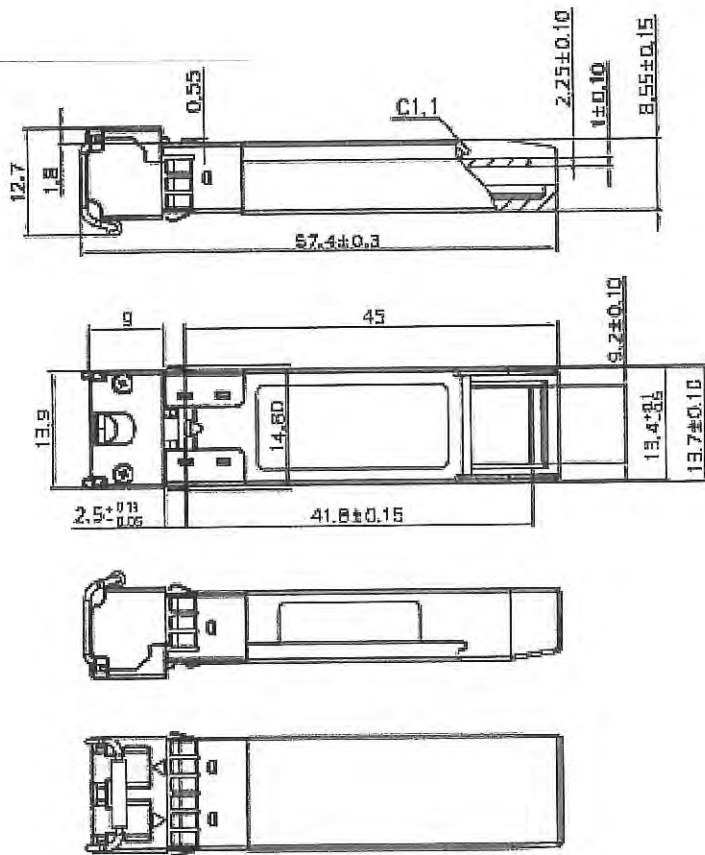
## Datasheet

2. TX disable is an input that is used to shut down the transmitter optical output. It is pulled up within the module with a 4.7K~10 K $\Omega$  resistor. Its states are:
  - Low (0 – 0.8V): Transmitter on
  - (>0.8, < 2.0V): Undefined
  - High (2.0 – 3.465V): Transmitter Disabled
  - Open: Transmitter Disabled
3. Module Absent, connected to VeeT or VeeR in the module.
4. LOS (Loss of Signal) is an open collector/drain output, which should be pulled up with a 4.7K – 10 K $\Omega$  resistor on host board. Pull up voltage between 2.0V and VccT/R+0.3V. When high, this output indicates the received optical power is below the worst-case receiver sensitivity (as defined by the standard in use). Low indicates normal operation. In the low state, the output will be pulled to < 0.8V.
5. The module signal ground contacts, VeeR and VeeT, should be isolated from the module case.
6. RD-/+ : These are the differential receiver outputs. They are AC coupled 100 $\Omega$  differential lines which should be terminated with 100 $\Omega$  (differential) at the user SERDES. The AC coupling is done inside the module and is thus not required on the host board. The voltage swing on these lines will be between 370 and 700 mV differential (185 – 350mV single ended) when properly terminated.
7. VccR and VccT are the receiver and transmitter power supplies. They are defined as 3.3V  $\pm$  5% at the SFP+ connector pin. Maximum supply current is 430mA. Recommended host board power supply filtering is shown below. Inductors with DC resistance of less than 1 ohm should be used in order to maintain the required voltage at the SFP+ input pin with 3.3V supply voltage. When the recommended supply filtering network is used, hot plugging of the SFP+ transceiver module will result in an inrush current of no more than 30mA greater than the steady state value. VccR and VccT may be internally connected within the SFP+ transceiver module.
8. TD-/+ : These are the differential transmitter inputs. They are AC-coupled, differential lines with 100 $\Omega$  differential termination inside the module. The AC coupling is done inside the module and is thus not required on the host board.



Datasheet

VI. Mechanical Specifications



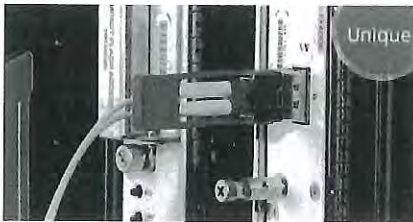
Unremarked tolerances  $\pm 0.2$ mm

Datasheet

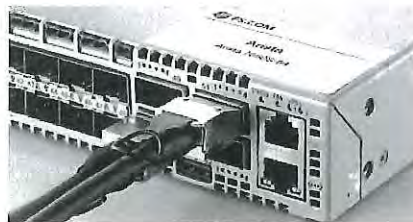
**Test Center**

Only when quality and 100% compatibility is verified and proved do our modules enter the market. This depends on FS.COM's test center which is supported by a variety of mainstream original brand switches and professional staff. We are proud of this test center and believe all of these devices worth the investments, because it brings the best to our customers.

The original switches could be found nowhere but at FS.COM's test center, eg: Juniper MX960 & EX 4300 series, Cisco Nexus 9396PX & Cisco ASR 9000 Series, HP 5900 Series & HP 5406R ZL2 V3(J9996A), Arista 7050S-64, Brocade ICX7750-26Q & ICX6610-48, Avaya VSP 7000 MDA 2, etc.



Cisco ASR 9000 Series(A9K-MPA-1X40GE)



ARISTA 7050S-64(DCS-7050S-64)



Juniper MX960



Brocade ICX 7750-26Q



Extreme Networks X670V VIM-40G4X



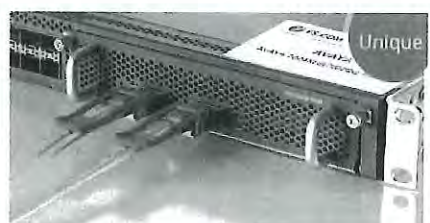
Mellanox M3601Q



Dell N4032F



HP 5406R ZL2 V3(J9996A)



AVAYA 7024XLS(7002QQ-MDA)



Datasheet

### Test Assured Program

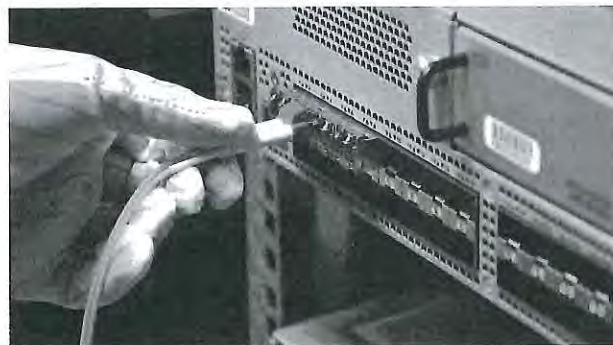
FS.COM truly understands the value of compatibility and interoperability to each optics. Every module FS.COM provides must run through programming and an extensive series of platform diagnostic tests to prove its performance and compatibility. In our test center, we care of every detail from staff to facilities—professionally trained staff, advanced test facilities and comprehensive original-brand switches, to ensure our customers to receive the optics with superior quality.



Our smart data system allows effective product management and quality control according to the unique serial number, properly tracing the order, shipment and every part.



Our in-house coding facility programs all of our parts to standard OEM specs for compatibility on all major vendors and systems such as Cisco, Juniper, Brocade, HP, Dell, Arista and so on.



With a comprehensive line of original-brand switches, we can recreate an environment and test each optics in practical application to ensure quality and distance.



The last test assured step to ensure our products to be shipped with perfect package.





**Datasheet**

**Order Information**

Part Number	Description
CWDM-SFP10G-20SP	SFP+, 10GBase-LR, CWDM 1270nm-1330nm, SMF, 20km, LC, DOM
CWDM-SFP10G-20L	SFP+, 10GBase-LR, CWDM 1350nm-1610nm, SMF, 20km, LC, DOM
CWDM-SFP10G-40S	SFP+, 10GBase-ER, CWDM 1270nm-1450nm, SMF, 40km, LC, DOM
CWDM-SFP10G-40L	SFP+, 10GBase-ER, CWDM 1470nm-1610nm, SMF, 40km, LC, DOM
CWDM-SFP10G-80L	SFP+, 10GBase-ZR, CWDM 1470nm-1610nm, SMF, 80km, LC, DOM

**Note:**

Every transceiver is individually tested on corresponding equipment, walks through the testing challenges and 100% compatible with Cisco, Arista, Juniper, Dell, Brocade and other brands.

**Datasheet****Contact Us****North America (United States)**

820 SW 34th Street Bldg W7 Suite H  
Renton, WA 98057

Tel: +1 (877) 205 5306

**Europe (Germany)**

Building 7, NOVA Neufahrn Gewerbepark,  
Am Gfild 7, 85375, Neufahrn bei Freising,  
Munich

Tel: +49 (0) 89 414176412

**Europe (United Kingdom)**

Third Floor 207 Regent Street  
London, W1B 3HH

Tel: +44 (20) 3868 2768

**Asia (China)**

F3 Building 6/F, Optics Valley Software  
Park, Donghu Hi-Tech Development Zone,  
Wuhan, Hubei, China

Tel: +86 (027) 87639823

Addresses, phone number and fax number also have been listed at [www.fs.com](http://www.fs.com).  
Please e-mail us at [sales@fs.com](mailto:sales@fs.com) or call us for assistance.

All statements, technical information, and recommendations related to the products here are based upon information believed to be reliable or accurate. However, the accuracy or completeness thereof is not guaranteed, and no responsibility is assumed for any inaccuracies. Please contact FS for more information.



**CompuNet, Inc.**

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**CompuNet, Inc.**

Corporate Headquarters  
2264 S. Bonito Way, Ste. 150  
Meridian, ID 83642

Phone: (208) 286-3000 | Fax: (208) 286-3002

<http://www.compunet.biz>

**CompuNet, Inc.**

Spokane Office  
1326 N. Whitman Lane  
Liberty Lake, WA 99019

Phone: (208) 286-3061 or (509) 315-7353



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Bd Packet 2/13/18





CompuNet, Inc.

November 30, 2017

Wenatchee School District  
Business & Finance  
Attn: Fiber Hardware RFP  
235 Sunset Avenue  
Wenatchee, WA 98801

RE: **RFP title/number: 20171031\_WSD\_Fiber Hardware\_RFP**  
**Proposal Due Date: NLT November 30th, 2017**

It is a pleasure to present CompuNet, Inc., an Idaho corporation and Northwest based, Value Added Reseller (VAR) and integrator. CompuNet offers Data Center, Integrated Media, Networking, Security, Unified Communications, Automation, Cloud, Carrier, and Physical Security solutions and services to Commercial, Enterprise, and Public-Sector clients.

Founded in 1998, CompuNet has offices in Idaho, Montana, Oregon, Utah, Washington and Arizona. Although our physical presence is concentrated in the Northwest, we do have larger clients that require our services both nationally and internationally. We are a **CISCO Gold Partner with Master Collaboration and Security Certifications and Advanced Technology Certifications in Voice, Data Center, and Enterprise Networking solutions**. CompuNet was recently recognized nationally as **CISCO's West Partner** of the year. Although CompuNet is a medium sized, Northwest-based VAR, we continually compete with large, nation-wide VARs on price and quality of the delivered solution, and we consistently win. We do regular business with large school districts, state entities, utilities, large medical facilities, federal institutions, and other industries throughout our geographic markets. Therefore, our success in working with many school districts and governments entities throughout our territory is well-earned.

Our value continues to resonate with our customers due to of our unique "engineering-led" business model. This model provides a 6-to-1 Engineer to Account Manager ratio, has no sales quotas, and grants our Engineering team the ability to provide end-to-end Design and Deployment services. We staff over 200 people and the majority of our team are highly trained, industry-certified Engineers. With each hire, CompuNet pursues the best talent in the market and evaluates each candidate based on their ability to provide superior customer service and their technology expertise. We also ensure that all of our employees embody the cultural values of CompuNet: ethics, integrity, teamwork, and complete investment in our customer's success. For example, if given the responsibility to complete a project with Wenatchee School District, CompuNet would engage our local engineer Mike Caton who would lead the project from beginning to end, and also manage other engineers in the project where needed. This means you, the customer, always has a single point of contact for technical expertise and service delivery regardless of the phase of the project or the technology.

As a part of CompuNet's focus on customer success, there are additional resources that we offer to ensure that these projects meet the expectations laid out by the school or library. **E-Rate** projects are time-sensitive, require document tracking, and must include concise project management. To

**CompuNet, Inc.**

Corporate Headquarters  
2264 S. Bonito Way, Ste. 150  
Meridian, ID 83642

Phone: (208) 286-3000 | Fax: (208) 286-3002

**CompuNet, Inc.**

Spokane Office  
1326 N. Whitman Lane  
Liberty Lake, WA 99019

Phone: (208) 286-3061 or (509) 315-7353

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Bd Packet 2/13/18





**CompuNet, Inc.**

guarantee that these requirements are met, CompuNet offers a no-charge **E-Rate** enablement service that engages with the customer after a Form 471 is submitted. This team contains resources proficient in **E-Rate** and communicates with all customer contacts pertaining to the project. Please inquire with your Account Manager for more information or to engage the **E-Rate** team. Below you will find CompuNet's SPIN and FCC Registration numbers as requested in the RFP.

**CompuNet SPIN #: 143020349**

**CompuNet FCC Registration #: 0023353915**

In this document we have enclosed additional information which will underscore the unique value of CompuNet, Inc. Please contact your local Account Manager, **Cody Smith** below with any questions or for further clarifications.

Sincerely,

Thomas McFarlin  
Vice President of Operations  
[tmcfarlin@compunet.biz](mailto:tmcfarlin@compunet.biz)  
Phone: (208) 286-3032

**Cody Smith, Account Manager**

[csmith@compunet.biz](mailto:csmith@compunet.biz)  
Office: (208) 286-3061  
Cell: (509) 315-7353

**CompuNet, Inc.**

Corporate Headquarters  
2264 S. Bonito Way, Ste. 150  
Meridian, ID 83642

Phone: (208) 286-3000 | Fax: (208) 286-3002

**CompuNet, Inc.**

Spokane Office  
1326 N. Whitman Lane  
Liberty Lake, WA 99019

Phone: (208) 286-3061 or (509) 315-7353

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Bo Packet 2/13/18







## As Requested (1GB Cisco SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

**Bill To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Ship To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Quote Information:**

Quote #: MJS090850  
 Version: 1  
 Delivery Date: 11/27/2017  
 Expiration Date: 12/26/2017

**Prepared by:**

Marilynne Schott  
 208-562-4727  
 mschott@compunet.biz

**Prepared for:**

David Yancey  
 (509) 663-8161  
 yancey.d@wenatcheeschools.org

### Cisco 3850

Description	List Price	Price	Qty	Ext. Price	
<b>E-RATE Spin Number 143020349</b>					
<b>All items listed are eligible for E-RATE reimbursement.</b>					
WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
C3850-STACK-NONE	No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>				<b>\$7,689.00</b>	

### Cisco 3650

Description	List Price	Price	Qty	Ext. Price	
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	16	\$35,534.40
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	16	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	16	\$0.00



**Cisco 3650**

Description		List Price	Price	Qty	Ext. Price
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	16	\$0.00
STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	\$0.00	16	\$0.00
PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	\$0.00	16	\$0.00
Subtotal:					<b>\$35,534.40</b>

**Cisco 1GB SFP**

Description		List Price	Price	Qty	Ext. Price
CWDM-SFP-1470=	CWDM 1470 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1490=	CWDM 1490 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1510=	CWDM 1510 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1530=	CWDM 1530 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1550=	CWDM 1550 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1570=	CWDM 1570 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1590=	CWDM 1590 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
CWDM-SFP-1610=	CWDM 1610 NM SFP Gigabit Ethernet and 1G/2G FC	\$4,995.00	\$1,398.60	4	\$5,594.40
Subtotal:					<b>\$44,755.20</b>

**Spare Switches**

Description		List Price	Price	Qty	Ext. Price
WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00



As Requested (1GB Cisco SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

Spare Switches

Description		List Price	Price	Qty	Ext. Price
C3850-STACK-NONE	No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	1	\$2,220.90
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	1	\$0.00
STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	\$0.00	1	\$0.00
PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	\$0.00	1	\$0.00

Subtotal: \$9,909.90

Shipping

Description		Qty
Shipping	Free ground shipping	1





## As Requested (1GB Cisco SFP)

Remit to:  
Compunet, Inc.  
PO Box 410802  
Salt Lake City, UT 84141

### Quote Summary

Description	Amount
Cisco 3850	\$7,689.00
Cisco 3650	\$35,534.40
Cisco 1GB SFP	\$44,755.20
Spare Switches	\$9,909.90
Subtotal:	\$97,888.50
Estimated Tax:	\$8,222.65
Total:	\$106,111.15

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Manager.

### Wenatchee School District #246

Signature: \_\_\_\_\_  
Name: David Yancey \_\_\_\_\_  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_





## As Requested (10GB Cisco SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

**Bill To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Ship To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Quote Information:**

Quote #: MJS090852  
 Version: 1  
 Delivery Date: 11/27/2017  
 Expiration Date: 12/27/2017

**Prepared by:**

Marilynne Schott  
 208-562-4727  
 mschott@compunet.biz

**Prepared for:**

David Yancey  
 (509) 663-8161  
 yancey.d@wenatcheeschools.org

### Cisco 3850

Description	List Price	Price	Qty	Ext. Price	
<b>E-RATE Spin Number 143020349</b>					
<b>All items listed are eligible for E-RATE reimbursement.</b>					
WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
C3850-STACK-NONE	No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>				<b>\$7,689.00</b>	

### Cisco 3650

Description	List Price	Price	Qty	Ext. Price	
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	16	\$35,534.40
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	16	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	16	\$0.00



As Requested (10GB Cisco SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

Cisco 3650

Description	List Price	Price	Qty	Ext. Price
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	16	\$0.00
STACK-T2-BLANK Type 2 Stacking Blank	\$0.00	\$0.00	16	\$0.00
PWR-C2-BLANK Config 2 Power Supply Blank	\$0.00	\$0.00	16	\$0.00
Subtotal:				\$35,534.40

Cisco 10GB SFP

Description	List Price	Price	Qty	Ext. Price
CWDM-SFP10G-1470= CWDM 1470 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1490= CWDM 1490 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1510= CWDM 1510 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1530= CWDM 1530 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1550= CWDM 1550 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1570= CWDM 1570 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1590= CWDM 1590 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
CWDM-SFP10G-1610= CWDM 1610 nm SFP 10 Gigabit Ethernet Transceiver Module	\$10,500.00	\$2,940.00	4	\$11,760.00
Subtotal:				\$94,080.00

Spare Switches

Description	List Price	Price	Qty	Ext. Price
WS-C3850-24XS-S Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163 UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00





As Requested (10GB Cisco SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

Spare Switches

Description	List Price	Price	Qty	Ext. Price
C3850-STACK-NONE No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC 715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2 715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
WS-C3650-24PD-S Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	1	\$2,220.90
S3650UK9-163 UNIVERSAL	\$0.00	\$0.00	1	\$0.00
PWR-C2-640WAC 640W AC Config 2 Power Supply	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	1	\$0.00
STACK-T2-BLANK Type 2 Stacking Blank	\$0.00	\$0.00	1	\$0.00
PWR-C2-BLANK Config 2 Power Supply Blank	\$0.00	\$0.00	1	\$0.00
Subtotal:				\$9,909.90

Shipping

Description	Qty
Shipping Free ground shipping	1





As Requested (10GB Cisco SFP)

Remit to:  
Compunet, Inc.  
PO Box 410802  
Salt Lake City, UT 84141

### Quote Summary

Description	Amount
Cisco 3850	\$7,689.00
Cisco 3650	\$35,534.40
Cisco 10GB SFP	\$94,080.00
Spare Switches	\$9,909.90
Subtotal:	\$147,213.30
Estimated Tax:	\$12,365.93
Total:	\$159,579.23

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Manager.

### Wenatchee School District #246

Signature: \_\_\_\_\_  
Name: David Yancey \_\_\_\_\_  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_



# Cisco & 3rd Party (1GB SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

**Bill To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Ship To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Quote Information:**

Quote #: MJS090853  
 Version: 1  
 Delivery Date: 11/27/2017  
 Expiration Date: 12/26/2017

**Prepared by:**

Marilynne Schott  
 208-562-4727  
 mschott@compunet.biz

**Prepared for:**

David Yancey  
 (509) 663-8161  
 yancey.d@wenatcheeschools.org

## Cisco 3850

Description	List Price	Price	Qty	Ext. Price	
<b>E-RATE Spin Number 143020349</b>					
<b>All items listed are eligible for E-RATE reimbursement.</b>					
WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
C3850-STACK-NONE	No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>				<b>\$7,689.00</b>	

## Cisco 3650

Description	List Price	Price	Qty	Ext. Price	
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	16	\$35,534.40
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	16	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	16	\$0.00



#### Cisco 3650

Description	List Price	Price	Qty	Ext. Price
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	16	\$0.00
STACK-T2-BLANK Type 2 Stacking Blank	\$0.00	\$0.00	16	\$0.00
PWR-C2-BLANK Config 2 Power Supply Blank	\$0.00	\$0.00	16	\$0.00
Subtotal:				\$35,534.40

#### 3rd Party 1GB SFP

Description	List Price	Price	Qty	Ext. Price
CWDM-SFP-1470-COM CWDM 1470 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1490-COM CWDM 1490 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1510-COM CWDM 1510 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1530-COM CWDM 1530 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1550-COM CWDM 1550 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1570-COM CWDM 1570 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
CWDM-SFP-1590-COM CWDM 1590 NM SFP 1G/2, 100% compatible	\$4,995.00	\$138.82	4	\$555.28
Subtotal:				\$3,886.96

#### Spare Switches

Description	List Price	Price	Qty	Ext. Price
WS-C3850-24XS-S Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163 UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
3850-STACK-NONE No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00

**Spare Switches**

Description		List Price	Price	Qty	Ext. Price
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	1	\$2,220.90
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	1	\$0.00
STACK-T2-BLANK	Type 2 Stacking Blank	\$0.00	\$0.00	1	\$0.00
PWR-C2-BLANK	Config 2 Power Supply Blank	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>					<b>\$9,909.90</b>

**Shipping**

Description		Qty
Shipping	Free ground shipping	1





## Cisco & 3rd Party (1GB SFP)

Remit to:  
CompuNet, Inc.  
PO Box 410802  
Salt Lake City, UT 84141

### Quote Summary

Description	Amount
Cisco 3850	\$7,689.00
Cisco 3650	\$35,534.40
3rd Party 1GB SFP	\$3,886.96
Spare Switches	\$9,909.90
Subtotal:	\$57,020.26
Estimated Tax:	\$4,789.69
Total:	\$61,809.95

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Manager.

### Wenatchee School District #246

Signature: \_\_\_\_\_  
Name: David Yancey  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_



## Cisco & 3rd Party (10GB SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

**Bill To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Ship To:**

Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801

**Quote Information:**

Quote #: MJS090857  
 Version: 1  
 Delivery Date: 11/27/2017  
 Expiration Date: 12/27/2017

**Prepared by:**

Marilynne Schott  
 208-562-4727  
 mschott@compunet.biz

**Prepared for:**

David Yancey  
 (509) 663-8161  
 yancey.d@wenatcheeschools.org

### Cisco 3850

Description	List Price	Price	Qty	Ext. Price	
<b>E-RATE Spin Number 143020349</b>					
<b>All items listed are eligible for E-RATE reimbursement.</b>					
WS-C3850-24XS-S	Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163	UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
C3850-STACK-NONE	No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00
C3850-NM-BLANK	Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC	715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2	715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE	No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>				<b>\$7,689.00</b>	

### Cisco 3650

Description	List Price	Price	Qty	Ext. Price	
WS-C3650-24PD-S	Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	16	\$35,534.40
S3650UK9-163	UNIVERSAL	\$0.00	\$0.00	16	\$0.00
PWR-C2-640WAC	640W AC Config 2 Power Supply	\$0.00	\$0.00	16	\$0.00





## Cisco & 3rd Party (10GB SFP)

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

### Cisco 3650

Description	List Price	Price	Qty	Ext. Price
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	16	\$0.00
STACK-T2-BLANK Type 2 Stacking Blank	\$0.00	\$0.00	16	\$0.00
PWR-C2-BLANK Config 2 Power Supply Blank	\$0.00	\$0.00	16	\$0.00
Subtotal:				\$35,534.40

### 3rd Party 10GB SFP

Description	List Price	Price	Qty	Ext. Price
CWDM-SFP10G-1470-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1490-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1510-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1530-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sintible	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1550-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1570-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
CWDM-SFP10G-1590-COM SFP transceiver module - 10 Gigabit Ethernet - 10GBase-CWDM - LC/PC sin	\$10,500.00	\$889.41	4	\$3,557.64
Subtotal:				\$24,903.48

### Spare Switches

Description	List Price	Price	Qty	Ext. Price
WS-C3850-24XS-S Cisco Catalyst 3850 24 Port 10G Fiber Switch IP Base	\$22,050.00	\$7,276.50	1	\$7,276.50
S3850UK9-163 UNIVERSAL	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	2	\$0.00
3850-STACK-NONE No Stack Cable Selected	\$0.00	\$0.00	1	\$0.00



**Cisco & 3rd Party (10GB SFP)**

Remit to:  
 Compunet, Inc.  
 PO Box 410802  
 Salt Lake City, UT 84141

**Spare Switches**

Description	List Price	Price	Qty	Ext. Price
C3850-NM-BLANK Cisco Catalyst 3850 Network Module Blank	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC 715W AC Config 1 Power Supply	\$0.00	\$0.00	1	\$0.00
PWR-C1-715WAC/2 715W AC Config 1 Secondary Power Supply	\$1,250.00	\$412.50	1	\$412.50
C3850-SPWR-NONE No Stack Power Cable Selected	\$0.00	\$0.00	1	\$0.00
WS-C3650-24PD-S Cisco Catalyst 3650 24 Port PoE 2x10G Uplink IP Base	\$6,730.00	\$2,220.90	1	\$2,220.90
S3650UK9-163 UNIVERSAL	\$0.00	\$0.00	1	\$0.00
PWR-C2-640WAC 640W AC Config 2 Power Supply	\$0.00	\$0.00	1	\$0.00
CAB-TA-NA North America AC Type A Power Cable	\$0.00	\$0.00	1	\$0.00
STACK-T2-BLANK Type 2 Stacking Blank	\$0.00	\$0.00	1	\$0.00
PWR-C2-BLANK Config 2 Power Supply Blank	\$0.00	\$0.00	1	\$0.00
<b>Subtotal:</b>				<b>\$9,909.90</b>

**Shipping**

Description	Qty
Shipping Free ground shipping	1





# Cisco & 3rd Party (10GB SFP)

Remit to:  
CompuNet, Inc.  
PO Box 410802  
Salt Lake City, UT 84141

## Quote Summary

Description	Amount
Cisco 3850	\$7,689.00
Cisco 3650	\$35,534.40
3rd Party 10GB SFP	\$24,903.48
Spare Switches	\$9,909.90
Subtotal:	\$78,036.78
Estimated Tax:	\$6,555.09
Total:	\$84,591.87

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Your electronic signature, per the Electronic Signature Act, is considered equivalent to your signed and faxed signature, and allows you to accept and place your order. A copy of this acceptance and the attached proposal document will be sent to your email address to complete your order acceptance. You are NOT required to electronically sign your order, you may fax or email your signed proposal to your Account Manager.

### Wenatchee School District #246

Signature: \_\_\_\_\_  
Name: David Yancey  
Date: \_\_\_\_\_  
PO Number: \_\_\_\_\_

# Cisco Catalyst 3650 Series Fixed GE Access Switch



The Cisco® Catalyst® 3650 Series Switch delivers converged wired and wireless access on a single platform, creating an uncompromised user experience in any workspace. The converged system provides a single platform for wired and wireless networkwide visibility for faster troubleshooting, advanced security and quality of service (QoS) control, maximum resiliency with fast stateful recovery, and scale with distributed wired and wireless data plane.

## Cisco Catalyst 3650 Highlights

- Built on Cisco Unified Access Data Plane (UADP) application-specific integrated circuit (ASIC) with programmability to support Cisco ONE Enterprise Networks Architecture and software-defined networking (SDN)
- Integrated wireless LAN controller functionality
- Native Flexible NetFlow (FnF) on all ports
- Granular, hierarchical bandwidth management
- Cisco TrustSec® support

## Cisco Catalyst 3650 Primary Features

- Integrated wireless LAN controller capability with:
  - Up to 40G of wireless capacity per switch (48-port models)
  - Support for up to 25 access points and 1000 wireless clients on each switch or stack
- 24 and 48 10/100/1000 data and Power over Ethernet Plus (PoE+) models with Energy-Efficient Ethernet (EEE)
  - Optional Cisco StackWise®-160 technology provides scalability and resiliency with 160 Gbps of stack throughput (for additional wired and wireless capabilities, please visit the [Cisco Catalyst 3850 Series Switches](#) page)
  - Fixed, built-in 4 x Gigabit Ethernet, 2 x 10 Gigabit Ethernet, or 4 x 10 Gigabit Ethernet Small Form-Factor Pluggable (SFP) and SFP+ uplink ports
  - Dual redundant power supplies and three modular fans, providing higher redundancy
  - Full IEEE 802.3at (PoE+) with 30W power on all ports in 1 rack unit (RU) form factor
- Software support for IPv4 and IPv6 routing, multicast routing, modular QoS, FnF Version 9, and advanced security features
- Single, consistent Cisco IOS® XE Software image across all license levels, providing an easy upgrade path for access points and software features

- Enhanced limited lifetime warranty (E-LLW) with next business day (NBD) advance hardware replacement and 90-day access to Cisco Technical Assistance Center (TAC) support

## Switch Configurations

The Cisco Catalyst 3650 Series Switches are available in LAN Base, IP Base, and IP Services feature sets. All switches ship with a default AC power supply. A DC power supply can be purchased as an option or spare. The base switch does not include any access point licenses. Figure 1 shows the Cisco Catalyst 3650 Series. Table 1 compares different switch models.

Figure 1. Cisco Catalyst 3650 Series Switches (Front and Back)

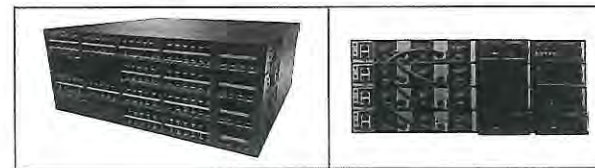
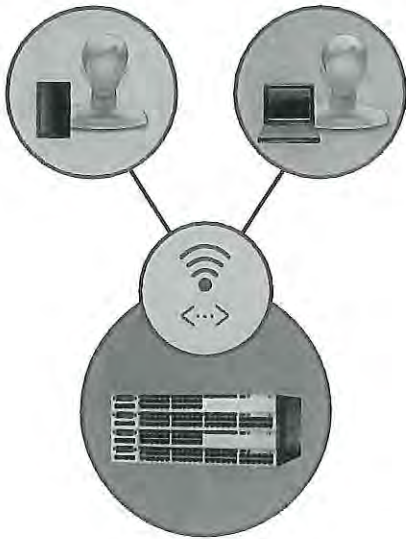


Table 1. Model Comparison for Cisco Catalyst 3650 Series Switches

Model	Total GE Ethernet Ports	Default AC Power	Available PoE Power	Uplinks
WS-C3650-24TS	24	250 WAC	–	4 x Gigabit Ethernet with SFP
WS-C3650-48TS	48			
WS-C3650-24PS	24 PoE+	640 WAC	390 W	
WS-C3650-48PS	48 PoE+			
WS-C3650-48FS	48 PoE+	1025 WAC	775 W	
WS-C3650-24TD	24	250 WAC	–	2 x 10 Gigabit Ethernet with SFP+ (or 4 x Gigabit Ethernet with SFP)
WS-C3650-48TD	48			
WS-C3650-24PD	24 PoE+	640 WAC	390 W	
WS-C3650-48PD	48 PoE+			
WS-C3650-48FD	48 PoE+	1025 WAC	775 W	
WS-C3650-48TQ	48	250 WAC	–	4 x 10 Gigabit Ethernet with SFP+ (or 4 x with SFP)
WS-C3650-48PQ	48 PoE+			
WS-C3650-48FQ	48 PoE+	1025 WAC	775 W	



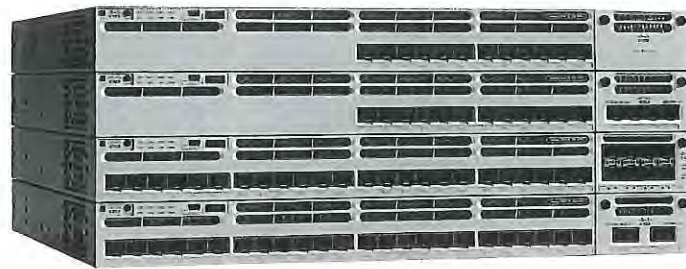


# Cisco Catalyst 3850 Aggregation Switches

## Consolidated Access and Aggregation Switches Conserve Space, Power, Capital

Cisco Catalyst 3850 Series switches integrate a variety of access, management, and connection media types into a compact footprint. You get many switching functions in a single form factor, allowing you to conserve real estate, power, and capital expenses. You can scale your environment by stacking additional switches as Ethernet and wireless LAN traffic grows (Figure 1).

Figure 1. Cisco Catalyst 3850 Switches with 12 and 24 SFP+ Ports



## Benefits

- Stack fiber and copper Cisco® Catalyst® 3850 switches together for more flexible network designs.
- Take advantage of a wide range of pluggable transceiver modules.
- Get built-in stack and power resiliency.
- Gain extensive application visibility on all switch ports using Cisco IOS® Flexible NetFlow.
- Apply Cisco TrustSec® technology for network and user segmentation and security.
- Prepare for software-defined networking with SDN OpenFlow-ready equipment.

Cisco Catalyst 3850 Series Switches with expanded SFP+ and SFP models not only deliver on the growing needs of your IT networks today but also future proof your network. They support a wide variety of pluggable transceiver modules for downlink ports, including 10/100/1000, 100BASE-FX, 1000BASE-X, and 10GBASE-X. They complement fixed RJ-45-based Cisco Catalyst 3850 Series switches and can run in stacked configurations with them with up to 480 Gbps of stack throughput. They can also operate in standalone aggregation configurations.

The Cisco Catalyst 3850 Series is built on a special Cisco application-specific integrated circuit (ASIC) that provides wire-rate hardware performance with consistent network services across both wired and wireless traffic. It also allows for deployment of software-defined networking (SDN) services.

## Superior Security and Manageability

Cisco TrustSec capabilities in the 3850 use the device and user credentials acquired during authentication for classifying packets by security groups as they enter the network. The switches are also hardware-ready for link-layer MACsec encryption to protect data traffic across the network and meet regulatory and compliance requirements.

## Cisco CWDM GBIC and SFP Solution

### OVERVIEW

The Cisco® Coarse Wavelength-Division Multiplexing (CWDM) Gigabit Interface Converter (GBIC)/Small Form-Factor Pluggable (SFP) solution allows enterprise companies and service providers to provide scalable and easy-to-deploy Gigabit Ethernet and Fibre Channel services in their networks. The product set helps enable the flexible design of highly available, multiservice networks.

The Cisco CWDM GBIC/SFP solution is a convenient and cost-effective solution for the adoption of Gigabit Ethernet and Fibre Channel in campus, data-center, and metropolitan-area access networks.

The Cisco CWDM GBIC/SFP solution has two main components (Figure 1): a set of eight different pluggable transceivers (Cisco CWDM GBICs and Cisco CWDM SFPs), and a set of different Cisco CWDM passive multiplexer/demultiplexer or optical add/drop multiplexers (OADMs). A Cisco CWDM chassis enables rack-mounting up to two of the Cisco CWDM passives. Both the transceivers and the passive multiplexers are compliant with the ITU-T G.694.2 standard defined CWDM grid.

**Figure 1.** Cisco CWDM GBIC/SFP Solution



### KEY FEATURES AND BENEFITS

#### Scalability

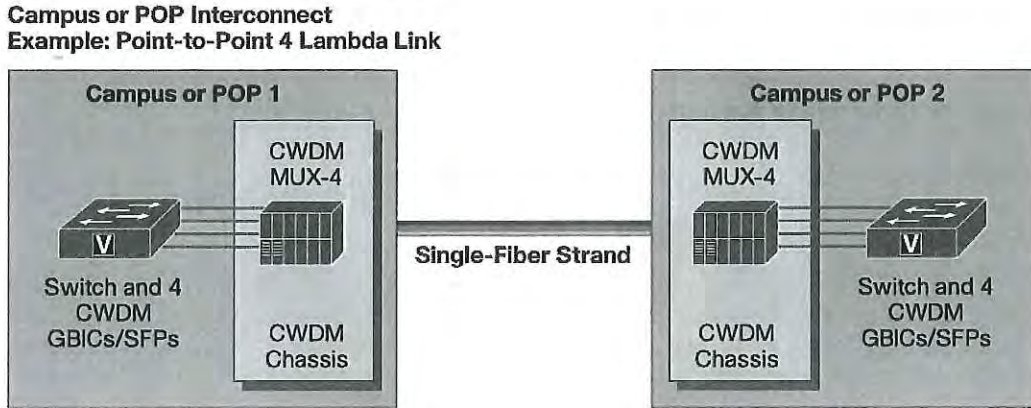
The Cisco CWDM GBIC/SFP solution helps enable the transport of up to eight channels (Gigabit Ethernet or Fibre Channel) over single-mode fiber strands.

#### Easy Deployment and Flexible Implementation

The Cisco CWDM GBIC (and Cisco CWDM SFP) fits into a standard GBIC (and SFP) port supporting the IEEE 802.3z standard on the supported Cisco Systems® platforms. The Cisco CWDM OADM is passive and requires no power. Neither the Cisco CWDM GBIC (nor Cisco CWDM SFP) nor the Cisco CWDM passives requires configuration.



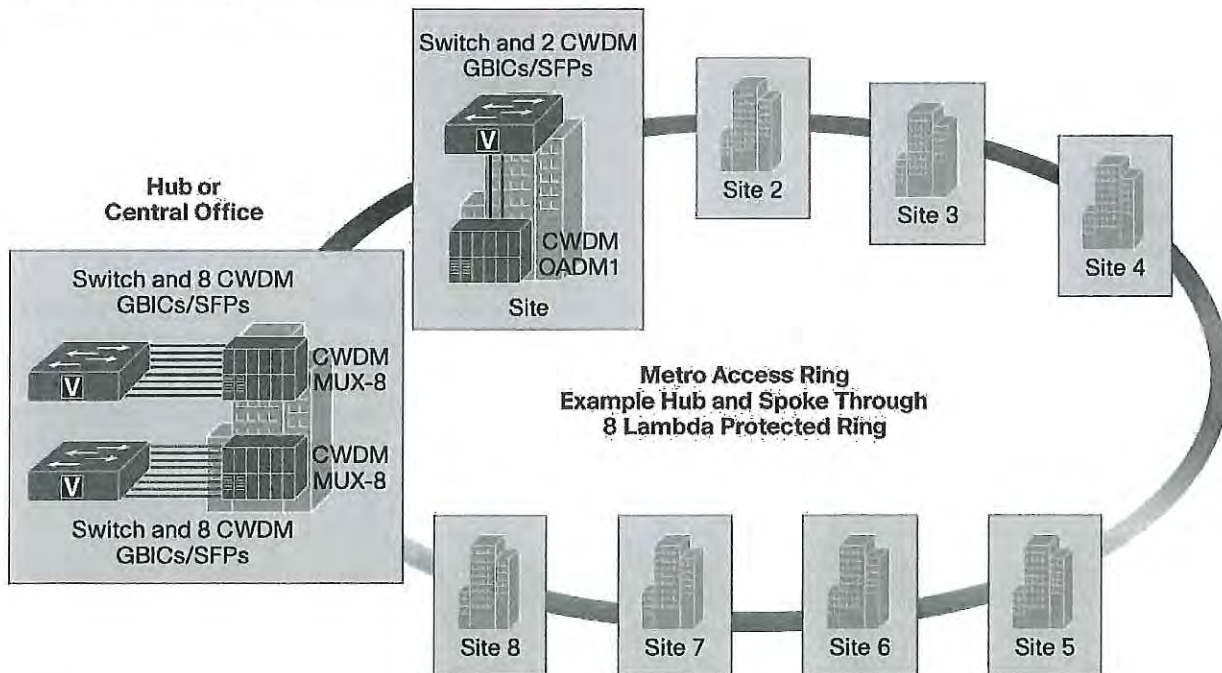
Figure 3. Point-to-Point Architecture (Single-Fiber Link)



**Hub-and-Spoke (Ring) Configuration**

In a hub-and-spoke configuration (Figure 4), multiple nodes (spokes) are connected with a hub location through a ring of single-mode fiber. Each hub-node connection can consist of a single or multiple channels. Protection from fiber cuts in the ring is achieved by connecting the hub and nodes through both directions of the optical ring. Service provider metro access rings are the main applications for this architecture.

Figure 4. Hub-and-Spoke (Ring) Architecture



**Mesh (Ring) Configuration**

Mesh deployments are a combination of hub-and-spoke and point-to-point or even multiple point-to-point connections in parallel on the same optical link. Deployment of the maximum eight wavelengths allows for different combinations of these scenarios.

## Optical Specifications

**Table 2.** Optical Parameters

Parameter	Symbol	Minimum	Typical	Maximum	Units	Notes and Conditions
Transmitter Center Wavelength	wavelength <sub>c</sub>	(x-4)		(x + 7)	nm	Available center wavelengths are 1470, 1490, 1510, 1530, 1550, 1570, 1590, and 1610 nm
Side-Mode Suppression Ratio	SMSR	30			dB	
Transmitter Optical Output Power	P <sub>out</sub>	+1.0	+3.0	+5.0	dBm	Average power coupled into single-mode fiber
Receiver Optical Input Power (Bit error rate [BER] <10 <sup>-12</sup> with pseudo-random bit sequence [PRBS] 2-7-1)	P <sub>in</sub>	-29.0	-33.0	-7.0	dBm	@ 1.25 Gbps, 140°F (60°C) case temperature
Optical Input Wavelength	wavelength <sub>in</sub>	1450		1620	nm	
Transmitter Extinction Ratio	OMI	9			dB	
Dispersion Penalty at 100 km				3	dB	@ 1.25 Gbps

**Note:** Parameters are specified over temperature and at end of life unless otherwise noted.

**Note:** When shorter distances of single-mode fiber are used, it may be necessary to insert an inline optical attenuator in the link to avoid overloading the receiver:

### Warranty

- Standard warranty: 90 days
- Extended warranty (option): Cisco CWDM GBICs can be covered through a Cisco SMARTnet<sup>®</sup> support contract for the Cisco switch or router chassis

### Ordering Information

Refer to Table 3 for details about ordering Cisco CWDM GBICs.

**Table 3.** Cisco CWDM GBIC Product Information

Product Number	Description	Color
CWDM-GBIC-1470=	Cisco 1000BASE-CWDM GBIC, 1470 nm	Gray
CWDM-GBIC-1490=	Cisco 1000BASE-CWDM GBIC, 1490 nm	Violet
CWDM-GBIC-1510=	Cisco 1000BASE-CWDM GBIC, 1510 nm	Blue
CWDM-GBIC-1530=	Cisco 1000BASE-CWDM GBIC, 1530 nm	Green
CWDM-GBIC-1550=	Cisco 1000BASE-CWDM GBIC, 1550 nm	Yellow
CWDM-GBIC-1570=	Cisco 1000BASE-CWDM GBIC, 1570 nm	Orange
CWDM-GBIC-1590=	Cisco 1000BASE-CWDM GBIC, 1590 nm	Red
CWDM-GBIC-1610=	Cisco 1000BASE-CWDM GBIC, 1610 nm	Brown
CWDM-8GBIC-SET1=	Set of four pairs of Cisco 1000BASE-CWDM GBICs	2 gray, blue, yellow, or red
CWDM-8GBIC-SET2=	Set of four pairs of Cisco 1000BASE-CWDM GBICs	2 violet, green, orange, or brown



Table 4 describes the electrical power interface details, and Table 5 describes optical parameters.

**Table 4.** Electrical Power Interface Data

Parameter	Symbol	Minimum	Typical	Maximum	Units
Supply Current	I <sub>s</sub>		220	300	mA
Surge Current	I <sub>Surge</sub>			+30	mA
Input Voltage	V <sub>max</sub>	3.1	3.3	3.5	V

**Table 5.** Optical Parameters

Parameter	Symbol	Minimum	Typical	Maximum	Units	Notes and Conditions
Transmitter Center Wavelength	wavelength <sub>c</sub>	(x-4)		(x + 7)	nm	Available center wavelengths are 1470, 1490, 1510, 1530, 1550, 1570, 1590, and 1610 nm
Side-Mode Suppression Ratio	SMSR	30			dB	
Transmitter Optical Output Power	P <sub>out</sub>	0		5.0	dBm	Average power coupled into single-mode fiber
Receiver Optical Input Power (BER <10 <sup>-12</sup> with PRBS 2-7-1)	P <sub>in</sub>	-28.0		-7.0	dBm	@ 2.12 Gbps, 140°F (60°C) case temperature
Receiver Optical Input Power (BER <10 <sup>-12</sup> with PRBS 2-7-1)	P <sub>in</sub>	-29.0		-7.0	dBm	@ 1.25 Gbps, 140°F (60°C) case temperature
Receiver Optical Input Wavelength	wavelength <sub>in</sub>	1450		1620	nm	
Transmitter Extinction Ratio	OMI	9			dB	
Dispersion Penalty at 100 km				3	dB	@ 2.12 Gbps
Dispersion Penalty at 100 km				2	dB	@ 1.25 Gbps

**Note:** Parameters are specified over temperature and at end of life unless otherwise noted.

**Note:** When shorter distances of single-mode fiber are used, it may be necessary to insert an inline optical attenuator in the link to avoid overloading the receiver.

#### Warranty

- Standard warranty: 90 days
- Extended warranty (option): Available under a Cisco SMARTnet support contract for the Cisco switch or router chassis

#### Ordering Information

Refer to Table 6 for details about ordering Cisco CWDM SFPs.

**Table 6.** Cisco CWDM SFP Product Information

Product Number	Description	Color
CWDM-SFP-1470=	Cisco CWDM 1470-nm SFP; Gigabit Ethernet and 1 and 2 Gb Fibre Channel	Gray
CWDM-SFP-1490=	Cisco CWDM 1490-nm SFP; Gigabit Ethernet and 1 and 2 Gb Fibre Channel	Violet



Americas Headquarters  
Cisco Systems, Inc.  
San Jose, CA

Asia Pacific Headquarters  
Cisco Systems (USA) Pte. Ltd.  
Singapore

Europe Headquarters  
Cisco Systems International BV  
Amsterdam, The Netherlands

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# Cisco CWDM SFP 10 Gigabit Ethernet Solution

## Overview

The Cisco® CWDM SFP 10 Gigabit Ethernet solution allows enterprise companies and service providers to provide scalable and easy-to-deploy 10 Gigabit Ethernet. The product set enables the flexible design of highly available, multiservice networks.

The Cisco Coarse Wavelength-Division Multiplexing Small Form-Factor Pluggable Plus (Cisco CWDM SFP+) solution is a convenient and cost-effective solution for the adoption of 10 Gigabit Ethernet in campus, data-center, and metropolitan-area access networks (Figure 1).

**Figure 1.** Cisco CWDM 10 Gigabit Ethernet SFP Solution



## Key Features and Benefits

### Scalability

The Cisco CWDM SFP+ solution enables the transport of up to eight channels of 10 Gigabit Ethernet over single-mode fiber (SMF) strands.

### High Availability

The Cisco CWDM SFP 10 Gigabit Ethernet solution takes advantage of a multichannel architecture and the inherent protection of ring architectures. The solution enables:

- Use of Layer 2 and Layer 3 redundancy and failover mechanisms at the channel endpoints (Cisco CWDM SFP+) to build highly available links
- Use of two-path link configurations in a ring architecture to provide protection from fiber cuts

### Investment Protection

The Cisco CWDM SFP+ solution enables enterprises and service providers to increase the bandwidth of an existing 10 Gigabit Ethernet optical infrastructure without adding new fiber strands. The solution can be used in parallel with other Cisco SFP+ devices on the same platform.

Parameter	Symbol	Minimum	Typical	Maximum	Units	Notes and Conditions
Transmitter optical output power	$P_{out}$	0		5.0	dBm	
Receiver optical input power (BER $<10^{-12}$ with Pseudo-Random Bit Sequence (PRBS) $2^{31} - 1$ or OC-192, 10 GE LAN, or 10 GE WAN frame)	$P_{in}$	-16.0		-1.0	dBm	Back to back, No FEC applications (10 GE LAN and WAN, OC-192 rates)
Receiver optical input power (Pre-FEC BER $<10^{-6}$ with PRBS $2^{31} - 1$ or OTU-2, OTU-1e, or OTU-2e frame)	$P_{in}$	-16.0		-1.0	dBm	Back to back, FEC applications (OTU-2, OTU-1e, and OTU-2e rates)
Receiver optical input power (BER $<10^{-12}$ with PRBS $2^{31} - 1$ or OC-192, 10 GE LAN, or 10 GE WAN frame)	$P_{in}$	-14.0		-1.0	dBm	With ITU-T G.652 maximum dispersion over 40-km SMF No FEC applications (10 GE LAN and WAN, OC-192 rates)
Receiver optical input power (Pre-FEC BER $<10^{-6}$ with PRBS $2^{31} - 1$ or OTU-2, OTU-1e, or OTU-2e frame)	$P_{in}$	-14.0		-1.0	dBm	With ITU-T G.652 maximum dispersion over 40-km SMF FEC applications (OTU-2, OTU-1e, and OTU-2e rates)
Receiver optical input wavelength	wavelength <sub>in</sub>	1450		1620	nm	
Transmitter extinction ratio	OMI	8.2			dB	
DGD penalty				1	dB	@ 30 ps DGD

**Note:** Parameters are specified over temperature and at end of life unless otherwise noted.

**Note:** When shorter distances of SMF are used, it may be necessary to insert an inline optical attenuator in the link to avoid overloading the receiver.

#### Warranty

- Standard warranty: 1 year
- Extended warranty (option): Available under a Cisco SMARTnet™ support contract for the Cisco switch or router chassis

#### Ordering Information

To place an order, visit the [Cisco Ordering Home Page](#) and refer to Table 3.

**Table 3.** Cisco CWDM SFP Product Information

Product Number	Description	Color
CWDM-SFP10G-1470=	Cisco CWDM 1470-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1490=	Cisco CWDM 1490-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1510=	Cisco CWDM 1510-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1530=	Cisco CWDM 1530-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1550=	Cisco CWDM 1550-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1570=	Cisco CWDM 1570-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1590=	Cisco CWDM 1590-nm SFP+; 10 Gigabit Ethernet	Red
CWDM-SFP10G-1610=	Cisco CWDM 1610-nm SFP+; 10 Gigabit Ethernet	Red



# CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

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## CWDM-80xxS

### 1.25Gbps SFP Transceiver

#### Features

- ◆ Operating data rate up to 1.25Gbps
- ◆ 18-Wavelength CWDM DFB LD Transmitter  
from 1270 nm to 1610 nm, with step 20 nm
- ◆ 24 dB Power Budget at Least
- ◆ Single 3.3V Power supply and TTL Logic

#### Interface

- ◆ Duplex LC Connector Interface
- ◆ Hot Pluggable
- ◆ Operating Case Temperature  
Standard: 0°C ~+70°C  
Industrial: -40°C ~+85°C
- ◆ Compliant with MSA SFP Specification
- ◆ Digital diagnostic monitor interface  
Compatible with SFF-8472

#### Applications

- ◆ Gigabit Ethernet Switches and Routers
- ◆ Fiber Channel Switch Infrastructure
- ◆ XDSL Applications
- ◆ Metro Edge Switching

#### Product Description

The CWDM-XXXXXX-XX series single mode transceivers is small form factor pluggable module for bi-directional serial optical data communications such as Gigabit Ethernet 1000BASE-ZX and Fiber Channel 1x SM-LC-L FC-PI. It is with the SFP 20-pin connector to allow hot plug capability. This module is designed for single mode fiber and operates at a nominal wavelength of CWDM wavelength. There are eight center wavelengths available from 1270nm to 1610nm, with each step 20nm. A guaranteed minimum optical link budget of 24 dB is offered.

The transmitter section uses a multiple quantum well CWDM DFB laser and is a class 1 laser compliant according to International Safety Standard IEC-60825. The receiver section uses an integrated InGaAs detector preamplifier (IDP) mounted in an optical header and a limiting post-amplifier IC.

# CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

## Recommended Operating Conditions

Parameter	Symbol	Min.	Typical	Max.	Unit
Operating Case Temperature	T <sub>A</sub>	CWDM-80xxSx	0	+70	°C
			-40	+85	
Power Supply Voltage	V <sub>cc</sub>	3.15	3.3	3.45	V
Power Supply Current	I <sub>cc</sub>			300	mA
Surge Current	I <sub>Surge</sub>			+30	mA
Baud Rate			1.25		GBaud

## PERFORMANCE SPECIFICATIONS - ELECTRICAL

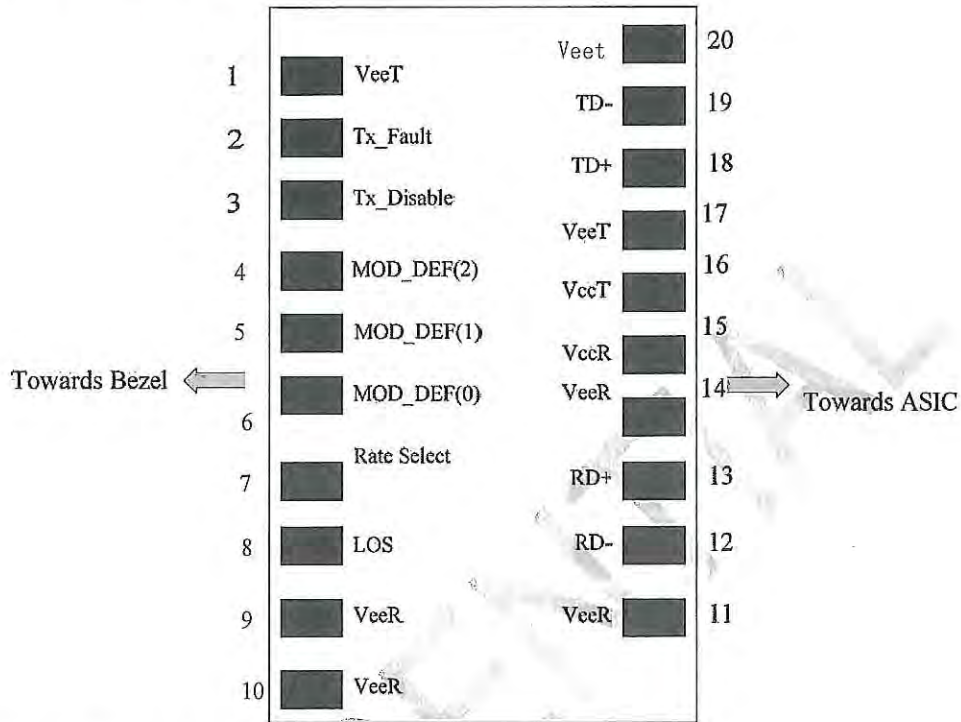
Parameter	Symbol	Min.	Typ.	Max	Unit	Notes
<b>Transmitter</b>						
LVPECL Inputs(Differential)	V <sub>in</sub>	400		2500	mVp	AC coupled inputs
Input Impedance (Differential)	Z <sub>in</sub>	85	100	115	ohms	R <sub>in</sub> > 100 kohms @ DC
Tx_DISABLE Input Voltage - High		2		3.45	V	
Tx_DISABLE Input Voltage - Low		0		0.8	V	
Tx_FAULT Output Voltage -- High		2		V <sub>cc</sub> +0.3	V	I <sub>o</sub> = 400µA; Host V <sub>cc</sub>
Tx_FAULT Output Voltage -- Low		0		0.5	V	I <sub>o</sub> = -4.0mA
<b>Receiver</b>						
LVPECL Outputs (Differential)	V <sub>out</sub>	400	800	1200	mVpp	AC coupled outputs
Output Impedance (Differential)	Z <sub>out</sub>	85	100	115	ohms	
Rx_LOS Output Voltage - High		2		V <sub>cc</sub> +0.3	V	I <sub>o</sub> = 400µA; Host V <sub>cc</sub>
Rx_LOS Output Voltage - Low		0		0.8	V	I <sub>o</sub> = -4.0mA
MOD_DEF ( 0:2 )	VoH	2.5			V	With Serial ID
	VoL	0		0.5	V	



# CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

## SFP Transceiver Electrical Pad Layout



## Pin Function Definitions

Pin Num.	Name	FUNCTION	Plug Seq.	Notes
1	VeeT	Transmitter Ground	1	
2	TX Fault	Transmitter Fault Indication	3	Note 1
3	TX Disable	Transmitter Disable	3	Note 2, Module disables on high or open
4	MOD-DEF2	Module Definition 2	3	Note 3, Data line for Serial ID
5	MOD-DEF1	Module Definition 1	3	Note 3, Clock line for Serial ID
6	MOD-DEF0	Module Definition 0	3	Note 3, Grounded within the module
7	Rate Select	Not Connect	3	Function not available
8	LOS	Loss of Signal	3	Note 4
9	VeeR	Receiver Ground	1	Note 5
10	VeeR	Receiver Ground	1	Note 5
11	VeeR	Receiver Ground	1	Note 5
12	RD-	Inv. Received DataOut	3	Note 6
13	RD+	Received Data Out	3	Note 7

## CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

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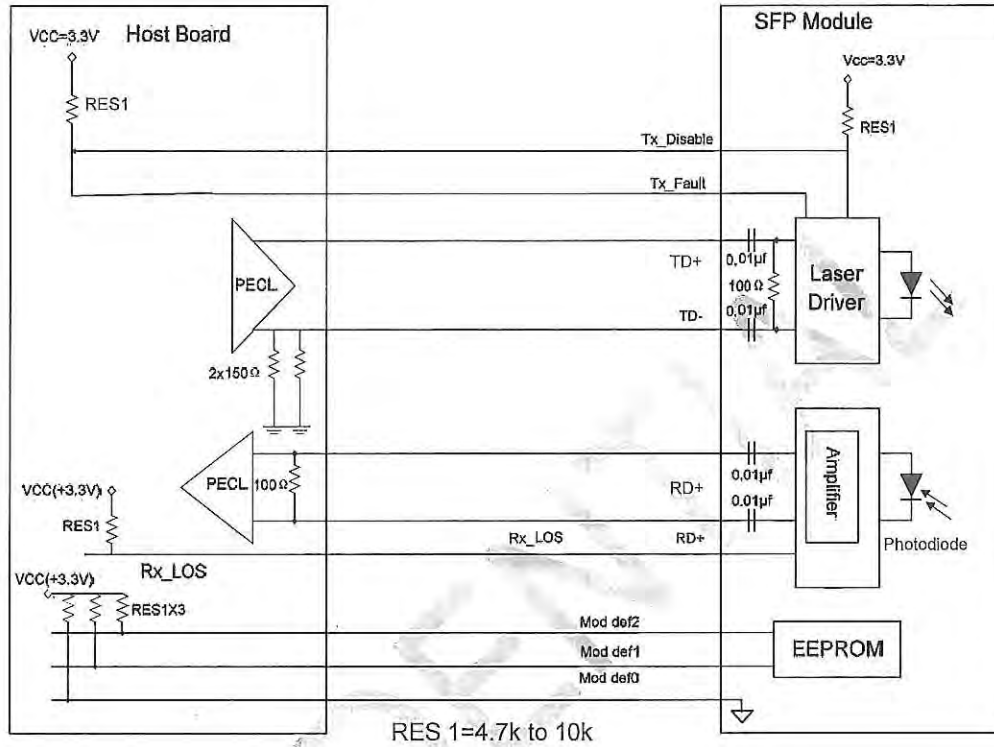
- 5) VeeR and VeeT may be internally connected within the SFP module.
- 6) RD-/+: These are the differential receiver outputs. They are AC coupled 100 $\Omega$  differential lines which should be terminated with 100  $\Omega$  (differential) at the user SERDES. The accoupling is done inside the module and is thus not required on the host board. The voltage swing on these lines will be between 370 and 2000 mV differential (185 –1000 mV single ended) when properly terminated.
- 7) VccR and VccT are the receiver and transmitter power supplies. They are defined as 3.3V  $\pm$ 5% at the SFP connector pin. Maximum supply current is 300mA. Recommended host board power supply filtering is shown below. Inductors with DC resistance of less than 1 ohm should be used in order to maintain the required voltage at the SFP input pin with 3.3V supply voltage. When the recommended supply-filtering network is used, hot plugging of the SFP transceiver module will result in an inrush current of no more than 30mA greater than the steady state value. VccR and VccT may be internally connected within the SFP transceiver module.
- 8) TD-/+: These are the differential transmitter inputs. They are AC-coupled, differential lines with 100  $\Omega$  differential termination inside the module. The AC coupling is done inside the module and is thus not required on the host board. The inputs will accept differential swings of 500 – 2400 mV (250 – 1200mV single-ended), though it is recommended that values between 500 and 1200 mV differential (250 – 600mV single-ended) be used for best EMI performance.



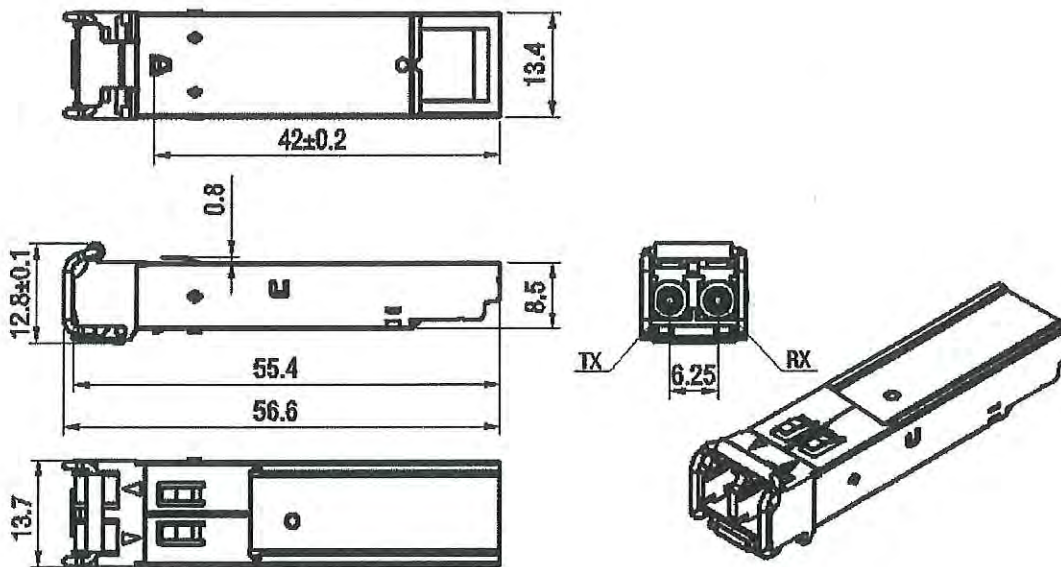
# CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

## Recommend Circuit Schematic



## Mechanical Specifications



LC

# CWDM-80DxxS

1000BASE CWDM SFP, 1270nm to 1610nm, LC 24dB, DDM RoHS6

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COWMENA



# 10G SFP+ CWDM

CWDM-SFP10G-XXXX  
EML+APD

## Features

- ◆ Supports up to 10.5Gb/s bit rates
- ◆ Hot-Pluggable SFP+ footprint
- ◆ 8-Wavelength CWDM EML Transmitter from 1470nm to 1610nm, with step 20nm
- ◆ 23dB Power Budget at Least. With high sensitivity APD
- ◆ Duplex LC connector
- ◆ Case operation temperature range 0° C to 70° C
- ◆ Compliant with SFP+ MSA Specification SFF-8431
- ◆ Build-in digital diagnostic functions
- ◆ Compliant with SFF-8472 MSA

## Applications

- ◆ 10GBASE-ZR/ZW 10G Ethernet
- ◆ 10 X Fiber Channel
- ◆ 10GBASE-ZR at 10.31Gbps
- ◆ 10GBASE-ZW at 9.95Gbps
- ◆ 1000 Base-ZX Ethernet
- ◆ 8XFC at 8.5Gbps
- ◆ 4XFC at 4.25Gbps
- ◆ 2XFC at 2.125Gbps

## Standards

- ◆ Compliant with SFP MSA (INF-8074i)
- ◆ Compliant with IEEE802.3z Gigabit Ethernet
- ◆ Compliant with ITU-T G.695
- ◆ Compliant with FC-PI v2.0

Compatible with SFF-8472

## Absolute Maximum Ratings

Parameter	Symbol	Min.	Max.	Unit
Storage Temperature	Ts	-40	+85	°C
Relative Humidity	RH	5	95	%
Supply Voltage	Vcc	-0.5	4.0	V

## Recommended Operating Conditions

Parameter	Symbol	Min.	Typical	Max.	Unit
Operating Case Temperature	Ta	-5		+70	°C
Power Supply Voltage	Vcc	3.15	3.3	3.45	V
Power Supply Current	Icc			680	mA
Surge Current	Isurge			+30	mA

## 10G SFP+ CWDM

Rise/Fall Time(20%~80%)	tr/tf	10			ns
Total Jitter	TJ			56.5	ps
Output Optical Eye	IUT-T G.957 Compliant				
Data Input Swing Differential	Vin	500		2000	mV
Input Differential Impedance	Zin	90	100	110	$\Omega$
TX Disable	Disable	2.0		VCC+0.3	V
	Enable	0		0.8	
TX_Fault	Fault	2.0		VCC+0.3	V
	Normal	0		0.8	
TX_Disable Assert Time	t <sub>off</sub>			10	us
<b>Receiver</b>					
Receiver Sensitivity	Se	-23		-6	dBm
Output Differential Impedance	Pin	90	100	110	$\Omega$
Data Output Swing Differential	Vout	370		2000	mV
Rise/Fall Time	Tr/tf			2.2	ns
LOS De-AssertS	LOS <sub>D</sub>			-12	dBm
LOS Assert	LOS <sub>A</sub>			-24	dBm
LOS	High	2.0		VCC+0.3	V
	LOW	0		0.8	

## EEPROM Serial ID Memory Contents

The serial interface uses the 2-wire serial CMOS EEPROM protocol defined for the ATMEL AT24C02/04 family of components. When the serial protocol is activated, the host generates the serial clock signal (SCL). The positive edge clocks data into those segments of the EEPROM that are not write protected within the SFP transceiver. The negative edge clocks data from the SFP transceiver. The serial data signal (SDA) is bi-directional for serial data transfer. The host uses SDA in conjunction with SCL to mark the start and end of serial protocol activation. The memories are organized as a series of 8-bit data words that can be addressed individually or sequentially.

The Module provides diagnostic information about the present operating conditions. The transceiver generates this diagnostic data by digitization of internal analog signals. Calibration and alarm/warning threshold data is written during device manufacture. Received power monitoring, transmitted power monitoring, bias current monitoring, supply voltage monitoring and temperature monitoring all are implemented. The diagnostic data are raw A/D values and must be converted to real world units using calibration constants



## 10G SFP+ CWDM

13	1	Reserved	00	
14	1	Length(9μm)km	14	
15	1	Length (9μm) 100m	C8	
16	1	Length (50μm) 10m	00	
17	1	Length(62.5μm)10m	00	
18	1	Length (Copper)	00	Not compliant
19	1	Reserved	00	
20-35	16	Vendor name	4F 75 73 65 6E 74 20 20 20 20 20 20 20 20 20 20 20	ASCII)
36	1	Reserved	00	
37-39	3	Vendor OUI	00 00 00	
40-55	16	Vendor PN		Transceiver part number
56-59	4	Vendor rev	20 20 20 20	
60-61	2	Wavelength	05 1E	Transceiver wavelength
62	1	Reserved	00	
63	1	CC_BASE	Checksum(Variable)	Check code for Base ID Fields
EXTENDED ID FIELDS				
64-65	2	Options	00 1A	TX_DISABLE, X_FAULT and Loss of Signal implemented.
66	1	BR_max	00	
67	1	BR_min	00	
68-83	16	Vendor SN	42 30 39 38 32 32 20 20 20 20 20 20 20 20	Serial Number of transceiver (ASCII).ForexampleB009822".
84-91	8	Date code	30 32 31 30 30 35 20 20	Manufactory date code. For example "021005".
92-94	3	Reserved	00 00 00	
95	1	CC_EXT	Checksum(Variable)	Check sum for Extended ID Field.
VENDOR SPECIFIC ID FIELDS				
96-127	32	Vendor Specific	Read only	Depends on customer information
128-155	128	Reserved	Read only	Filled by zero

## SFP Transceiver Electrical Pad Layout

### Pin Description

## 10G SFP+ CWDM

10K resistor. Low (0 – 0.8V): Transmitter on Between (0.8V and 2V): Undefined High (2.0 – VccT): Transmitter Disabled  
Open : Transmitter Disabled

**Note3.** Mod-Def 0, 1, 2. These are the module definition pins. They should be pulled up with a 4.7 - 10K resistor on the host board to supply less than VccT+0.3V or VccR+0.3V. Mod-Def 0 is grounded by the module to indicate that the module is present. Mod-Def 1 is clock line of two wire serial interface for optional serial ID. Mod-Def 2 is data line of two wire serial interface for optional serial ID.

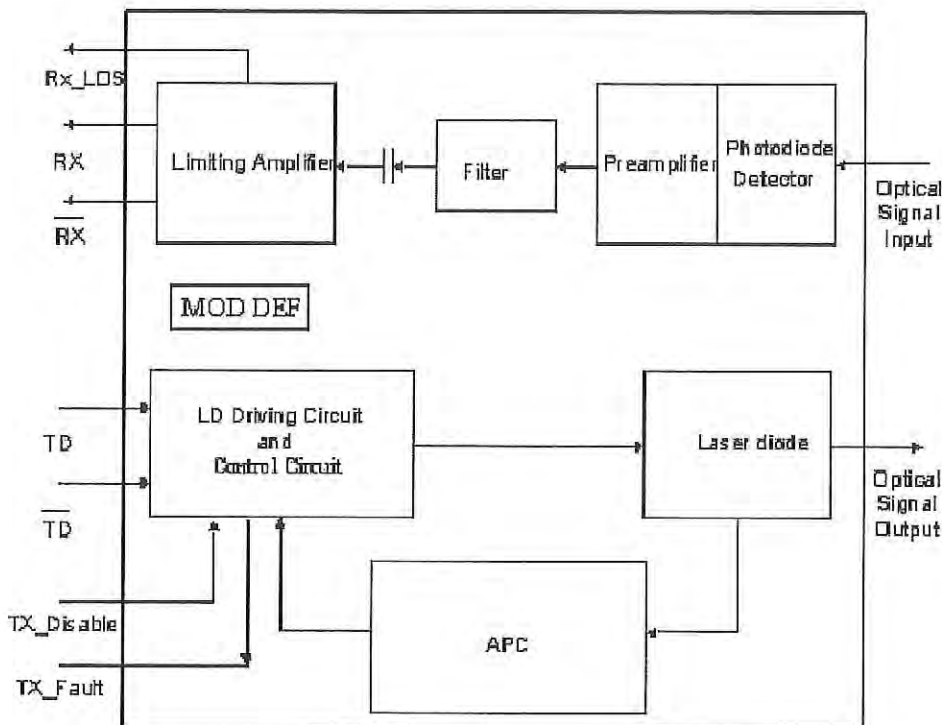
**Note4.** LOS (Loss of signal) is an open collector/drain output which should be pulled up externally with a 4.7 – 10K resistor on the host board to supply <VccT+0.3V or VccR+0.3V. When high, this output indicates the received optical power is below the worst case receiver sensitivity (as defined by the standard in use). Low indicates normal operation. In the low state, the output will be pulled to <0.8V.

**Note5.** RD-/+ : These are the differential receiver outputs. They are AC coupled 100Ω differential lines which should be terminated with 100Ω differential at the user SERDES. The AC coupling is done inside the module and thus not required on the host board.

**Note6.** VccR and VccT are the receiver and transmitter power supplies. They are defined as 3.3V±5% at the SFP connector pin. The in-rush current will typically be no more than 30mA above steady state supply current after 500ns.

**Note7.** TD-/+ : These are the differential transmitter inputs. They are AC coupled differential lines with 100Ω differential termination inside the module. The AC coupling is done inside the module and is thus not required on host board.

## Block Diagram



## Required Host Board Components






## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/02/18	New	North Central ESD	Apple STEM Network Partner funding allocation	\$4,000	9/1/2017-8/31/18	<u>Diana Haglund</u>			
				Budget Code		I have read this contract and recommend it for board approval.			
				530-0110-27-5000-000-2310		Initial <u>DH</u> Date <u>2-2-18</u>			

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name North Central Education Services District  
 Attention: Nancy Zahn  
 Street address or PO Box 430 Olds Station Rd.  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address [nzahn@ncesd.org](mailto:nzahn@ncesd.org)  
 Phone Number 665-2610

**Contract Details** (Give a brief description of the contract):

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_





AAAAACLKEC2U

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  - London: +44 330 822 0103
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  - Australia: +61 284 172 358

From:	Brian Fones
Envelope Subject:	Apple STEM Partner Allocation
Attachments to Fax:	
Envelope ID:	ba00ad31-cf5f-403d-9fd8-55b7809ce9e1
Sender Account Name:	North Central ESD
Number of Pages: (Including cover page)	_____

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Contract # 1801700148

Prepared By: Nancy Zahn

# AGREEMENT FOR INTERAGENCY SERVICES

## BETWEEN

North Central Educational Service District 171  
(Hereinafter referred to as North Central ESD)  
430 Olds Station Road, Wenatchee, WA 98801  
(509) 665-2610 FAX (509) 662-9027

AND

Wenatchee School District  
Name (Hereinafter referred to as Contractor)  
235 Sunset Ave.

Business Address  
Wenatchee, WA 98801

City 509.663.8161 State Zip

Telephone

In consideration of the promises and conditions contained herein, North Central ESD and Contractor do mutually agree as follows:

### DUTIES OF THE CONTRACTOR, EFFECTIVE DATE, AND DURATION

Contractor shall perform the following duties to the satisfaction of North Central ESD or its designee:

- A. General objective(s) of this contract shall be:  
Payment to Wenatchee School District for Apple STEM partner allocation, not to exceed \$4,000.00.
- B. Contractor will do the following in order to accomplish the general objectives:  
Wenatchee S.D. as a partner in Apple STEM grant will use these funds exclusively to support STEM education.
- C. Contractor will complete any additional documents required by this contract.  
Wenatchee S.D. as partner in Apple STEM grant will provide itemized expenditure report. Contractor invoices for services rendered.
- D. Following its approval by the Superintendent of North Central ESD, this agreement shall commence and be effective for the period beginning 9/1/2017 and ending 8/31/2018, with the exception of Sections III and V on page 2, which will continue to bind the parties, their heirs, and successors.

### DUTIES OF NORTH CENTRAL ESD BOARD

In consideration of the Contractor's satisfactory performance of the duties set forth herein and submission of a properly completed claim form, North Central ESD shall compensate the Contractor as shown below.

CONTRACT FEES	Description of Service	Total
\$ 4,000.00	Payment for Apple STEM partner allocation	Not to exceed \$4,000.00

Contractor's properly prepared claim for reimbursement will consist of:  
Contractor to submit invoice as needed.

DS  
JW 2420 21  
NCESD Budget Account Code

DS  
PRP

In witness whereof, the Superintendent of North Central ESD and the Contractor have read, understand, and executed this entire agreement.

#### North Central ESD

DocuSigned by:  
Linda McKay  
Assistant Superintendent January 22, 2018 | 12:11 PM PST

#### Contractor's Signature and Certification

DocuSigned by:  
Michelle Price  
Superintendent January 22, 2018 | 1:40 PM PST

\_\_\_\_\_ Date \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_

Business License No. \_\_\_\_\_ State \_\_\_\_\_

Original copy to be signed and returned to North Central ESD Business Office prior to the commencement of services.

(See Sections XII and XIII on reverse for information on backup withholding certification and explanation of option to void.)



**I. PAYMENTS**

- A. All payments to the Contractor shall be conditioned upon:
  - 1. Submission of a properly prepared claim form which supports that performance has been rendered for which payment is requested and
  - 2. Performance is to the satisfaction of North Central ESD or its designee, provided that approval shall not be unreasonably withheld.
- B. Interim payments during the contract are allowed as specified.
- C. Any data specified herein for payment(s) to Contractor shall be considered extended as necessary to process and deliver a warrant for the amount(s). Such extension will be not greater than forty-five (45) days following completion of the service and receipt of an appropriate invoice, whichever occurs later.

**II. PROHIBITION AGAINST ASSIGNMENT**

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

**III. OWNERSHIP OF WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION**

If the Contractor is required by this Contract to develop a concept or product for North Central ESD, then all correspondence, papers, documents, reports, files, film work products (inclusive of intellectual concepts and properties), and all copies thereof which are received or developed by the Contractor and Contractor's employee(s) and agent(s) in the course of performing, or as incident thereto, Contractor's duties pursuant to the agreement shall, immediately upon receipt, preparation, or development, become the exclusive property of North Central ESD in perpetuity for any and all purposes. All items described above shall be provided to and left with the North Central ESD. When North Central ESD obtains such rights, the Contractor and Contractor's employees and agent(s) shall not, without prior written approval of North Central ESD, either during the term of this agreement or at any time thereafter, directly or indirectly disclose or give to any person, firm, partnership, corporation, agency or political subdivision; any state or federal government; any educational agency, institution, or organization any portion of the above-described items and properties or any information acquired in the course of or as an incident to the performance of contracted duties hereunder, for any purpose or reason.

**IV. COPYRIGHT**

The Consultant/Contractor shall be responsible for the acquisition of any necessary copyright releases for materials used in the performance of services under this Contract. This shall not include materials originated under this Contract to which ownership belongs to the ESD, as discussed in the previous section.

**V. INDEMNIFICATION**

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of Contractor or its employee's(s) or agent's(s)' performance or failure to perform duties pursuant to the agreement, shall be the Contractor's sole obligation and the Contractor shall indemnify and hold harmless the North Central ESD in full for any and all such acts or failures to act on the part of the Contractor or its employee(s) or agent(s).

**VI. MALPRACTICE INSURANCE**

All Contractors providing services to minors must have valid malpractice insurance coverage. Upon request by North Central ESD, Contractor must be able to show evidence of such coverage.

**VII. TERMINATION**

Either the North Central ESD or the Contractor can initiate termination of this contract with or without reason upon 30 days written notice to the other party. The notice shall specify the date of termination. In the event of termination by North Central ESD, Contractor shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred as of termination, but solely to the extent such expenses are reimbursable pursuant to the provision of the agreement.

**VIII. VERBAL AGREEMENTS**

This written agreement constitutes the mutual agreement of Contractor and North Central ESD in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

**IX. APPLICABLE LAW**

This agreement shall be governed by the laws of the State of Washington. Venue for this contract will be Chelan County of the State of Washington.

**X. NONDISCRIMINATION**

No person shall on the ground of race, creed, color, national origin, marital status, handicapping condition, or sex be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any activity performed pursuant to this agreement.

**XI. BACKGROUND CHECKS**

Employees of the Contractor who may during the activities of this contract, work with persons under the age of 16 years shall, as part of this contract, complete background check forms submitted by North Central ESD.

**XII. CONFLICT OF INTEREST**

Neither the Contractor nor Contractor's employee(s) shall perform any duty pursuant to this agreement in which duty he/she may have participated as an employee of the North Central ESD.

**XIII. FEDERAL BACKUP WITHHOLDING INFORMATION/OPTION TO VOID**

This section is intentionally left blank.

**XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY**

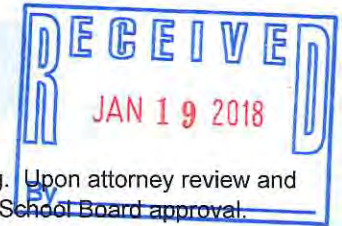
If federal funds are the basis for this contract, the Contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

**XV. CONTRACTOR'S SIGNATURE**

Contractor and/or Contractor's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the Contractor so identified to the foregoing agreement, and under penalty of perjury certifies the federal tax identification number provided is correct.

Initial \_\_\_\_\_

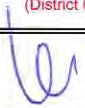
## Contract Coversheet (Non-Federal) Request Board Approval



Please submit this form with your unsigned contract to Denise Watson at least 3 weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Flones, Jon DeJong, Les Vandervort, or the School Board.

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
01/16/18	Renewal	Public Consulting Group	Medicaid LEA Billing Compliance Agreement	none	effective upon signature	Trisha Craig	 Is a PO Required? No	Decided at DO
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.		
				N/A	No end date	TC Initials 1-18-18 Today's Date		

**Agency Contact Information** (who & where contract needs to be mailed)

Agency Name: Public Consulting Group  
 Attention: The WA Medicaid Team  
 Street address or PO Box: PO Box 98698  
 City, State, Zip Code: Seattle, WA 98198  
 Email Address: WAMedicaid@pcgus.com  
 Phone Number: 425-207-2502

**Contract Details** (Give a brief description of the contract):

If this is a revision, what changed?

One of the PCG's initiatives this year is to update our compliance agreements so we have a standardized agreement throughout the country. Washington districts have signed a similar agreement in the past that explained the responsibilities of the district and PCG for Medicaid billing. This version contains updated language to further explain the Medicaid compliance checks. These checks are the same as the previous version signed. Washington also requires an amendment to be signed that explains the Health Care Authority requirement of one diagnosis code to be used for all school-based services.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_

Signature

Requires Edits? \_\_\_\_\_



**WA Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

Public Consulting Group (PCG) has been retained by **Wenatchee School District** hereafter referred to as "School District" to provide Medicaid billing services pursuant to the **Washington** Medicaid school-based billing program. This Medicaid Billing Services Compliance Checklist is intended to help School District comply with applicable Medicaid billing requirements. *PCG and School District will review the Compliance Checklist together before the start of each school year.*

**All Medicaid billing must be in compliance with all applicable Medicaid requirements, including those relating to documentation. School District's failure to maintain the required documentation could result in a recoupment of Medicaid payments.**

- **School District is responsible for the accuracy of the data it enters into EasyTrac™ hereafter referred to as "PCG System" and data that it otherwise sends to PCG for Medicaid billing purposes.**
- **School District is responsible for ensuring that claims are not submitted for direct service delivery that was not provided. For example, School District must ensure that claims for direct service delivery are not submitted on dates when student attendance data does not show student as "present" in school.**
- **School District is responsible for maintaining all documentation necessary to support the payment of Medicaid claims.**
- **In the event of a state or federal Medicaid audit, School District is responsible for producing the required documentation, including documentation that may not be referenced in this Compliance Checklist.**
- **School District is responsible for controlling user access to the PCG System, including managing passwords and activating and inactivating user access.**

PCG will perform a review of certain School District data before using that data to bill Medicaid on behalf of School District. The purpose of such "pre-billing checks" is to help School District avoid the submission of claims to Medicaid that do not satisfy basic Medicaid requirements.

The following Compliance Checklist covers many standard Medicaid documentation requirements for school-based Medicaid direct services billing programs. Each requirement is followed by one or more compliance approaches that can be selected by the School District. It remains the responsibility of School District to ensure that it is not providing inaccurate documentation to PCG, or otherwise providing information that would lead to the submission of inaccurate claims.

Please contact your PCG client representative if you have any questions about the foregoing outline, or any of the items below.

**WA Medicaid Billing Services Compliance Checklist – Addendum**  
**Effective as of School Year 2017 - 2018**

Public Consulting Group (PCG) has been retained by **Wenatchee School District**, hereafter referred to as “School District,” to provide Medicaid billing services pursuant to the **Washington** Medicaid school-based billing program. The Medicaid Billing Services Compliance Checklist is intended to help School District comply with applicable Medicaid billing requirements. *PCG and School District will review the Compliance Checklist together before the start of each school year.*

This addendum is an accompaniment to the Medicaid Billing Services Compliance Checklist and is intended to supplement and/or expand upon the pre-billing checks in the Medicaid Billing Services Compliance Checklist.

Please contact your PCG client representative if you have any questions about the foregoing outline, or any of the items below.

**Edits to Medicaid Billing Services Compliance Checklist**  
**Pre-Billing Checks**

The services selected above and in the Medicaid Billing Services Compliance Checklist will be subject to the following additional requirements.

**1. Diagnosis Code**

The Washington Health Care Authority (HCA) requires school-based claims to be submitted with a diagnosis Code of R69. The diagnosis code requirement is listed on page 38 of the SBHS Billing Guide available on the HCA [website](#) under the “Billing guides” section of the School Based Health Care Services category.

**In the event that School District wishes to make any changes to the foregoing selections, PCG will coordinate with School District to prepare a revised Compliance Checklist Addendum.**

**The undersigned School District Representative makes and understands the selection of options listed on the Compliance Checklist Addendum.**

\_\_\_\_\_  
**School District Representative Signature**

**Printed Name:**

**Title:**

**Date:**



**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

**Services**

PCG will provide Medicaid billing services, and pre-billing checks, for each of the following school-based services. (Check all that apply. Please refer to the Addendum for additional services.)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Audiology</b>            | <input checked="" type="checkbox"/> <b>Physical Therapy</b>                |
| <input checked="" type="checkbox"/> <b>Counseling</b>           | <input checked="" type="checkbox"/> <b>Psychological Services</b>          |
| <input type="checkbox"/> <b>Hearing Screening</b>               | <input type="checkbox"/> <b>Social Worker Services</b>                     |
| <input checked="" type="checkbox"/> <b>Nursing (LPN and RN)</b> | <input checked="" type="checkbox"/> <b>Speech and/or Language Services</b> |
| <input checked="" type="checkbox"/> <b>Occupational Therapy</b> | <input type="checkbox"/> <b>Transportation</b>                             |
| <input type="checkbox"/> <b>Orientation &amp; Mobility</b>      | <input type="checkbox"/> <b>Vision Screening</b>                           |
| <input type="checkbox"/> <b>Personal Care</b>                   |  |

**Pre-Billing Checks**

The services selected above will be subject to the following pre-billing checks. These checks do not relieve the School District of its responsibility to provide and maintain accurate documentation and information.

**1. Medicaid ID**

**REQUIREMENT:** Every student for whom a service is provided must have a valid Medicaid ID.

**PCG will check Medicaid ID, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data to confirm that the student has a valid Medicaid ID. If student does not have a valid Medicaid ID, the service will not be billed.

**2. Service Date Span**

**REQUIREMENT:** Each service submitted to Medicaid must be within the time period that the student is covered by Medicaid.

**PCG will check Medicaid Service Dates, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data to confirm that the service delivery dates are within the Medicaid date spans provided to PCG by School District or obtained from the State Medicaid agency. If the service date is not within the Medicaid date spans, the service will not be billed.

**3. Age**

**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

**REQUIREMENT:** Each service submitted to Medicaid must be age-appropriate.

**PCG will check student Age, based on School District data.**

Before billing Medicaid, PCG will check that the student is the required age on the date of service, based on Medicaid rules for the type of service submitted. For example, a student must be over 3 years old if receiving a school-aged service. If the student is not of the appropriate age, then the service will not be billed.

#### 4. Diagnosis Code

**REQUIREMENT:** Each service submitted to Medicaid must include a diagnosis code.

**PCG will check that the School District provided a diagnosis code, based on School District data.**

Before billing Medicaid, PCG will check that School District has provided a diagnosis code pursuant to state-approved policy. If a diagnosis code is not provided by the School District, the service will not be billed.

**Please select the method by which diagnosis codes are provided to PCG:**

Provider-selected diagnosis code will be documented in the service log in the PCG System. PCG will extract the diagnosis codes prior to each billing cycle.

Provider-selected diagnosis code will be documented in the Plan of Care in the PCG System. PCG will extract the diagnosis codes prior to each billing cycle.

Diagnosis code will be documented in the PCG System through an approved state methodology not described above. Additional documentation must be provided in the Compliance Checklist Addendum to support the documentation of diagnosis codes in this manner.

*School District is responsible for verifying that the appropriate diagnosis code is selected and on file.*

#### 5. Individualized Education Program (IEP) Dates

**REQUIREMENT:** Each service submitted by School District to PCG that requires an IEP for Medicaid billing must be supported by an IEP effective on the date of service documented by School District. *It is School District's responsibility to make sure that the IEP includes the student's name; description of medical condition; achievable, measurable, time-related goals and objectives that are related to the functioning of the student; the type of services the student will need, and the frequency and estimated length of treatments; and the duration of treatment.*

**PCG will check that service delivery dates are within the IEP date span, based on School District data.**

Before billing Medicaid, PCG will check that the service delivery dates are within the IEP date spans provided to PCG by School District. *It is the responsibility of School District to*



**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

ensure that the related service is prescribed in the IEP for the appropriate duration to support billing. If the service date is not within the IEP date spans, the service will not be billed.

**How should PCG expect to receive this information from School District? (Select One)**

- IEP dates will be obtained from the PCG System.
- IEP dates will be submitted to PCG in an agreed upon format via secure transmission.

**School District will manage IEP Dates.**

PCG will not perform a pre-billing check of IEP dates. School District is responsible for ensuring that only students with IEP Dates are in the PCG System.

## 6. Referral/Order/Physician Authorization

**REQUIREMENT:** Certain specified services must be ordered in writing by a physician (M.D. or D.O.) to be covered by Medicaid; the prescription must be updated annually and maintained in the student's health record.

**Before billing a therapy service, PCG will check the date of the physician's order, referral, or authorization, based on School District data.**

Before billing Medicaid for a specified therapy service, PCG will check that the date of service is within the effective date of the physician's order, authorization, or referral provided by School District. If the service date is not within the effective dates of the order, authorization, or referral, the service will not be billed.

**How should PCG expect to receive this information from the School District? (Select One)**

- School District will enter these dates into the PCG System. PCG will extract these dates prior to each billing cycle.
- Physician Authorization data will be submitted to PCG in an agreed upon format via secure transmission.

**The School District will manage referral/order/physician authorization.**

PCG will not perform a pre-billing check of referral/order/physician authorization. School District is responsible for ensuring that only services with referral/order/physician authorization are documented in the PCG System.

## 7. Supervisor Sign-Off

**REQUIREMENT:** Certain specified services may be provided under the direction of or under the supervision of another clinician. For the supervising clinician, "under the direction of" means that the clinician is supervising the individual's care which, at a minimum, includes seeing the

**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

individual initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment, assuring professional responsibility for services provided, and ensuring that all services are medically necessary. "Under the direction of" requires face-to-face contact by the clinician at least at the beginning of treatment and periodically thereafter.

- PCG will conduct Supervisor Sign-Off checks prior to billing for Nursing, Occupational Therapy, Physical Therapy, and Speech and/or Language Services.**

For staff members who require documentation review (**Add role names here:** Licensed Practical Nurses, Certified Occupational Therapists, Physical Therapists, Speech Language Pathology Assistants), the supervising provider will use the service log approval wizard in the PCG System to approve appropriately supervised services. Before billing for these services, PCG will check to see if the services by providers without full licensure were approved in this way by School District. If the services are not approved, the services will not be billed.

- The School District will manage Supervisor Sign-Off.**

PCG will not perform a pre-billing check of Supervisor Sign-Off. School District is responsible for ensuring that only providers who meet the Medicaid qualifications have access to document services in the PCG System and that services delivered by providers requiring Supervisor Sign-Off are approved.

## 8. Provider Qualifications

**REQUIREMENT:** All School District service providers (clinicians, assistants, and aides) participating in the Medicaid school-based billing program must meet Medicaid and State license/certification requirements, as specified in State Medicaid billing rules. (Select one policy below.)

- PCG will conduct a pre-billing check that date of service was a date on which provider was qualified, based on School District data.**

Before billing Medicaid for a documented therapy service, PCG will check that the date of service was within the period that the provider was qualified, based on School District data in the PCG System. *It is the responsibility of School District to obtain and maintain licensure/certification information.* If the service date is not within the qualification dates, the service will not be billed.

- The School District will manage provider qualifications.**

PCG will not perform a pre-billing check of provider qualifications. School District is responsible for ensuring that only providers who meet the Medicaid qualifications have access to document services in the PCG System.

## 9. Parental Consent to Access Public Benefits or Insurance

**REQUIREMENT:** Under 34 CFR §300.154(d)(2)(iv), a public agency must obtain a one-time written parental consent before accessing a child's or parent's public benefits or insurance for the



**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

first time. Paragraph (A) of § 300.154(d)(2)(iv) describes the specific elements of the written parental consent that a public agency must obtain under FERPA and IDEA before it may release for billing purposes a child's personally identifiable information to a public benefits or insurance program (e.g., Medicaid). Paragraph (B) of § 300.154(d)(2)(iv) requires that the onetime consent must specify that the parent understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services. A public agency must also provide initial and annual written notification as described in 34 CFR §300.154(d)(2)(v) to ensure that parents are fully informed of their rights before a public agency can access their or their child's public benefits or insurance to pay for services under the IDEA.

- PCG will conduct a pre-billing check for parental consent to access public benefits, based on School District data**

If the student has a consent date before the service date, and there is no revocation of consent documented thereafter, then the services will pass the check and be eligible for billing. If the service date does not follow an effective parental consent date, the service will not be billed.

***How should PCG expect to receive this information from School District? (Select One)***

- School District will enter the date of parent consent into PCG System.
- Parental Consent data will be submitted to PCG in an agreed-upon format via secure transmission.
- The School District will manage parental consent.**

PCG will not perform a pre-billing check of parental consent. School District is responsible for ensuring that only students with parental consent have documented services in the PCG System.

Under all circumstances, the School District is responsible for maintaining copies of parental consents to access public benefits as well as written notifications.

**10. Specialized Transportation Services**

**REQUIREMENT:** School District must maintain evidence that the student received **specialized** transportation on the date of a billed transportation service, and that the student received a Medicaid-covered direct service on the same day.

- School District will log specialized Transportation services, and PCG will conduct a Medicaid-covered direct service check.**

Before billing Medicaid, PCG will check that there is a *paid* Medicaid-covered direct service on the date of the specialized transportation service. If the service date does not fall on the same date as a *paid* Medicaid-covered direct service, the service will not be billed.

***How should PCG expect to receive specialized transportation trip information from School District? (Select One)***

**Medicaid Billing Services Compliance Checklist**  
**Effective as of School Year 2017 - 2018**

- School District will use the PCG System to document transportation trips.
- Specialized Transportation data will be submitted to PCG in an agreed upon format via secure transmission.
- The School District will log specialized Transportation services and manage the Medicaid-covered direct service check.**

PCG will not perform a pre-billing check of specialized Transportation. School District is responsible for ensuring that only specialized Transportation services that meet the Medicaid qualifications are documented in the PCG System.

- School District will not be billing Transportation services.**

**11. Holidays/Weekends**

**REQUIREMENT:** Claims may not be submitted for services on days when school is not in session, such as holidays and weekends.

- PCG will check Holidays before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a Holiday as defined in School District's PCG System calendar. If the service date falls on a Holiday, the service will not be billed.

- PCG will check Weekends before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a weekend as defined in School District's PCG System calendar. If the service date falls on a weekend, the service will not be billed.

**In the event that School District wishes to make any changes to the foregoing selections, PCG will coordinate with School District to prepare a revised Compliance Checklist.**

**The undersigned School District Representative makes and understands the selection of options listed on the Compliance Checklist.**

\_\_\_\_\_  
**School District Representative Signature**

**Printed Name:**

**Title:**

**Date:**




**"Federal" Contract Cover Sheet**  
**Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by?	Is a PO Required?	Attorney Review Required?
01/30/18	New	CWU/Gear Up-SOAR2	Sub-award agreement contract # 2227880001YR4 to allow WSD to bill CWU for pre-approved programming costs	\$63,692	Jan 13, 2018 - Sept 24, 2018	<u>Karen Walters / Bill Eagle on behalf of WHS &amp; WSHS</u>		No	This is decided at the district office.
				Budget Code		I have read this contract and recommend it for board approval.			
				N/A		Initial <u>KB</u> Date <u>1-30-18</u>			

**Federally Funded Agreements for Professional Services:**

Quotes are not necessary when using federal grant money to pay for professional services provided from another government agency such as an ESD or another school district. However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

If the vendor is not from the ESD, OSPI or a school district and professional services are less than \$75,000, you must obtain at least three quotes and maintain records with the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (per Circular A-102). Any purchase in excess of \$75,000, must use the formal bid process to obtain sealed bids and retain all documentation.

If the purchases are not federally funded, then follow the state requirements (RCW 28A.335.190).

Before entering into a vendor contract, check the vendor for suspension and debarment at [www.sam.gov](http://www.sam.gov), print and submit a copy with your contract.

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name Central Washington University  
 Attention: Tracy Plouse  
 Street address or PO Box 400 East University Way  
 City, State, Zip Code Ellensburg, WA 98926-7543  
 Email Address Tracy.Plouse@cwu.edu  
 Phone Number 509-963-1771

**Contract Details (Give a brief description of the contract):**


If this is a revision - what has changed?

This allows WSD to invoice for Gear Up programming costs that CWU staff cannot pay for directly, such as school buses, subs, food for student activities and other pre-approved supplies or materials to support the goals of the program. Attachment 5 allows for \$58,974.40 in direct costs, and \$4,717.95 in indirect costs

**Reviewed by Attorney**

Signature \_\_\_\_\_

**Requires Edits?**

**From:** Tracy Plouse Tracy.Plouse@cwu.edu   
**Subject:** GEAR UP  
**Date:** January 25, 2018 at 2:18 PM  
**To:** eagle.b@wenatcheeschools.org  
**Cc:** Karen Walters walters.k@wenatcheeschools.org



Hello Bill and Karen,

Thank you so much for taking the time to meet with me. As promised, I've attached the subaward agreements that we discussed. They will need your superintendent's signature and completion of attachment 3B. Please scan them to me when they've been completed.

Thank your for your continued partnership,  
Tracy

PS - you will notice that the Wenatchee MOSAIC award is an amendment to the existing contract that we have for dual credit.

Tracy L. Plouse, MS  
Director, CWU MOSAIC2/SOAR3  
Hertz 204  
400 E. University Way  
Ellensburg, WA 98926-7543  
509-963-1771  
Cell 509-260-0576



Wenatchee SD  
subaw...led.pdf



22788  
GEARU...118.pdf



Username

Password

Log In

Forgot Username?

Forgot Password?

Create an Account

# Search Results

## Quick Search Results

Your search returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	CENTRAL WASHINGTON UNIVERSITY INC	Status: <b>Active</b>
DUNS: 055484950	CAGE Code: 2K725	<a href="#">View Details</a>
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 11/14/2018	Debt Subject to Offset? No	
Purpose of Registration: All Awards		



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- [About](#)
- [Help](#)
- [Disclaimers](#)
- [Accessibility](#)
- [Privacy Policy](#)
- [FAPIS.gov](#)
- [GSA.gov/IAE](#)
- [GSA.gov](#)
- [USA.gov](#)

18M vt.P.8.20180125-1211

WWW3

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

11923-C

### FDP Cost Reimbursement Research Subaward Agreement

<b>Federal Awarding Agency:</b> Department of Education	
<b>Pass-Through Entity (PTE):</b> Central Washington University	<b>Subrecipient:</b> Wenatchee School District
PTE PI: Julie Guggino, Director, Research and Sponsored Programs	Sub PI: Brian Fiones, Superintendent
PTE Federal Award No: P334A140076	Subaward No: 2227880001YR4
Project Title: SOAR2/GEAR UP	
2017-18 Subaward Period of Performance: Start: 01/13/2018 End: 09/24/2018	Amount Funded This Action (USD): \$ 63,692.35
Estimated Project Period (if incrementally funded): Start: End:	Incrementally Estimated Total (USD): \$

#### Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, as described above, to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient may submit multiple invoices per month and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and certification, as required in 2 CFR 200.415 (a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Copies of all source documentation, along with a general ledger report, must be submitted with each Invoice. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 60 days (11/24/2018) after the Subaward end date. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to each party's Administrative Contact, as shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official, as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Period of Performance and budget Unilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Administrative Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its acts or omissions and the acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice to the appropriate party's Administrative Contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.

By an Authorized Official of Pass-through Entity:	By an Authorized Official of Subrecipient:
Name: Kevin Archer Date: _____	Name: _____ Date: _____
Title: Dean, School of Graduate Studies & Research	Title: _____

CW 1-17-18



**Attachment 1**  
**Certifications and Assurances**

Subaward Number:

**Certification Regarding Lobbying (2 CFR 200.450)**

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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**Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)**

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

---

**Audit and Access to Records**

Per 2 CFR 200.501- 200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable. If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

---

**Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)**

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

---

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

---

**Use of Name**

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

**Attachment 2**  
**Federal Award Terms and Conditions**

Subaward Number

**Required Data Elements**

The data elements required by Uniform Guidance are incorporated

Federal Award Issue Date FAIN

CFDA No.

**This Subaward Is:**

CFDA Title

Research & Development

Subject to FFATA

Key Personnel Per NOA

---

**General Terms and Conditions**

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:
2. 2 CFR 200
3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:
4. Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:  

except for the following :

  - a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
  - b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
  - c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
  - d. Title to equipment as defined in 2 CFR 200.33 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
  - e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).
5. Treatment of program income:

---

**Special Terms and Conditions:**

**Copyrights:**

to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

**Data Rights:**

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

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**Data Sharing and Access** (Check if applicable):

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and access requirements as reflected in the NOA (or in the special terms below) and the Data Management/Sharing Plan submitted to the Federal Awarding Agency and



**Promoting Objectivity in Research (COI):**

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply:

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein:

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

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**Work Involving Human or Vertebrate Animals** (Select Applicable Options)

No Human or Vertebrate Animals

---

**Human Subjects Data** (Select One)

---

**Additional Terms**

**Attachment 3A**  
**Pass-Through Entity (PTE) Contacts**

Subaward Number:

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**PTE Information**

Entity Name:

Legal Address:

Website:

---

**PTE Contacts**

Central Email:

Principal Investigator Name:

Email:

Telephone Number:

Administrative Contact Name:

Email:

Telephone Number:

COI Contact email (if different to above):

Financial Contact Name:

Email:

Telephone Number:

Email invoices?    Yes    No    Invoice email (if different):

Authorized Official Name:

Email:

Telephone Number:

---

**PI Address:**

**Administrative Address:**

**Invoice Address:**



**Attachment 3B**  
**Subrecipient Contacts**

Subaward Number:

**Subrecipient Information for [FFATA](#) reporting**

Entity's DUNS Name:

EIN No.:

Institution Type:

DUNS:

Currently registered in SAM.gov:      Yes      No

Exempt from reporting executive compensation:      Yes      No *(if no, complete 3Bpg2)*

Parent DUNS:

*This section for U.S. Entities:*      Zip Code [Look-up](#)

Place of Performance Address

Congressional District:      Zip Code+4:

---

**Subrecipient Contacts**

Central Email:

Website:

Principal Investigator Name:

Email:

Telephone Number:

Administrative Contact Name:

Email:

Telephone Number:

Financial Contact Name:

Email:

Telephone Number:

Invoice/Payment Email:

Authorized Official Name:

Email:

Telephone Number:

---

**Legal Address:**

**Administrative Address:**

**Payment Address:**

**Attachment 3B-2**  
**Highest Compensated Officers**

Subaward Number:

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**Subrecipient:**

Institution Name:

PI Name:

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**Highest Compensated Officers**

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

---

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

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**Attachment 4**  
**Reporting and Prior Approval Terms**

Subaward Number:

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

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**Technical Reports:**

Monthly technical/progress reports will be submitted to the PTE's \_\_\_\_\_ within \_\_\_\_\_ days of the end of the month.

Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's

Annual technical / progress reports will be submitted within \_\_\_\_\_ days prior to the end of each budget period to the PTE's \_\_\_\_\_. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

A Final technical/progress report will be submitted to the PTE's \_\_\_\_\_ within \_\_\_\_\_ days of the end of the Project Period or after termination of this award, whichever comes first.

Technical/progress reports on the project as may be required by PTE's \_\_\_\_\_ in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

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**Prior Approvals:**

Carryover is not allowed.

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**Other Reports:**

In accordance with 37 CFR 401.14, Subrecipient agrees to notify PTE's \_\_\_\_\_ within \_\_\_\_\_ days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's \_\_\_\_\_ within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.

A negative report is required:

Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

**Other Special Reporting Requirements:**

**Attachment 5**  
**Statement of Work, Cost Sharing, Indirects & Budget**

**Statement of Work**

Below Attached, pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

**Budget Information**

<b>Indirect Information</b> Indirect Cost Rate (IDC) Applied %	<b>Cost Sharing</b>
Rate Type:	If Yes, include Amount: \$

**Budget Details** Below Attached, pages

**Budget Totals**

Direct Costs \$

Indirect Costs \$

Total Costs \$

*All amounts are in United States Dollars*

## Attachment 5A

### **Statement of Work and Budget Information**

Subaward amount	\$58,974.40
Indirect costs	\$4,717.95
Total budget	<u>\$63,692.35</u>

70% Core award funds utilized as described below will not exceed \$44,584.65

30% Other subaward funds utilized as described below will not exceed \$19,107.70

#### **70% Core subaward funds** are to be utilized for the following:

1. Costs associated with GEAR UP programming consisting of transportation to and from pre-approved field trips (e.g. postsecondary institutional visits, STEM-focused trips);
2. Food-related costs associated with pre-approved field trips and programmatic activities (subject to federal per diem rates);
3. Costs associated with pre-approved limited programmatic activities which must meet all of the following criteria:
  - a. Designed to provide postsecondary awareness and readiness to students and/or parents;
  - b. Designed to improve academic outcomes for students;
  - c. Designed to meet goals and objectives of GEAR UP grant
4. Costs associated with eligible dual credit, pre-approved conferences and/or professional development, and pre-approved substitute teacher costs.

#### **30% Other subaward funds** are to be utilized for the following **ONLY** after the school district has submitted a proposal to the CWU Gear Up Project Director Tracy Plouse and received written approval to incur costs:

1. Pre-approved projects or programs which meet all of the following programming criteria:
  - a. Improves the instruction of GEAR UP students;
  - b. Increases the percentage of students that are postsecondary ready;
  - c. Will be sustainable

Purchases over \$3,500 must be accompanied by a second quote

Equipment over \$5,000 not subject to F&A/Indirect



## **Attachment 6**

### **Notice of Award (NOA) and any additional documents**

The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.

Not incorporating the NOA or any additional documentation to this Subaward.



**US Department of Education  
Washington, D.C. 20202**

**GRANT AWARD NOTIFICATION**

CFDA/SUBPROGRAM NO: 84.334A

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0201A	2017	2017	EP000000	B	JD0	708	334	4101C	\$2,593,600.00

**10**

PR/AWARD NUMBER: P334A140076 - 17  
 RECIPIENT NAME: Central Washington University  
 Academic & Student Life  
 GRANTEE NAME: CENTRAL WASHINGTON UNIVERSITY INC  
 400 E UNIVERSITY WAY,  
 ELLENSBURG, WA 98926 - 7500  
 PROGRAM INDIRECT COST TYPE: Restricted  
 PROJECT INDIRECT COST RATE: 8%

## TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

- (2) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

THIS AWARD SUPPORTS ONLY THE BUDGET PERIOD SHOWN IN BLOCK 6. IN ACCORDANCE WITH 34 CFR 75.253, THE SECRETARY CONSIDERS, AMONG OTHER THINGS, CONTINUED FUNDING IF:

- 1) CONGRESS HAS APPROPRIATED SUFFICIENT FUNDS UNDER THE PROGRAM,
- 2) THE DEPARTMENT DETERMINES THAT CONTINUING THE PROJECT WOULD BE IN THE BEST INTEREST OF THE GOVERNMENT,
- 3) THE GRANTEE HAS MADE SUBSTANTIAL PROGRESS TOWARD MEETING THE GOALS AND OBJECTIVES OF THE PROJECT,



**US Department of Education  
Washington, D.C. 20202**

**GRANT AWARD NOTIFICATION**

- 4) THE SECRETARY ESTABLISHED PERFORMANCE MEASUREMENT REQUIREMENTS FOR THE GRANT IN THE APPLICATION NOTICE, THE PERFORMANCE TARGETS IN THE GRANTEE'S APPROVED APPLICATION,
- 5) THE RECIPIENT HAS SUBMITTED REPORTS OF PROJECT PERFORMANCE AND BUDGET EXPENDITURES THAT MEET THE REPORTING REQUIREMENTS FOUND AT 34 CFR 75.118, 2 CFR 200.327 AND 200.328, AND ANY OTHER REPORTING REQUIREMENTS ESTABLISHED BY THE SECRETARY,
- 6) THE GRANTEE HAS MAINTAINED FINANCIAL AND ADMINISTRATIVE MANAGEMENT SYSTEMS THAT MEET THE REQUIREMENTS IN 2 CFR 200.302, FINANCIAL MANAGEMENT, AND 2 CFR 200.303, INTERNAL CONTROLS.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THE SECRETARY ANTICIPATES FUTURE FUNDING FOR THIS AWARD ACCORDING TO THE SCHEDULE IDENTIFIED IN BLOCK 6. THESE FIGURES ARE ESTIMATES ONLY AND DO NOT BIND THE SECRETARY TO FUNDING THE AWARD FOR THESE PERIODS OR FOR THE SPECIFIC AMOUNTS SHOWN. THE RECIPIENT WILL BE NOTIFIED OF SPECIFIC FUTURE FUNDING ACTIONS THAT THE SECRETARY TAKES FOR THIS AWARD.

- (3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.
- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

A. All entities (other than institutions of higher education (IHE))

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

B. Institutions of higher education (IHE)

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.





**US Department of Education  
Washington, D.C. 20202**

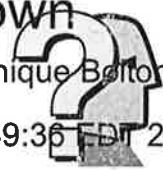
P334A140076 - 17

**GRANT AWARD NOTIFICATION**

Validity unknown

Digitally signed by Monique Bolton

Date: Thu Aug 10 12:49:36 EDT 2017



\_\_\_\_\_  
**AUTHORIZING OFFICIAL**

\_\_\_\_\_  
**DATE**

Ver. 1

## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

**DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

**\*REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

**\*ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS** -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

**\*PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

**\*GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

**\*PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

**\*PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

**\*AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

**FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

**7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

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\* This item differs or does not appear on formula and block grants.



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
& CHIEF INFORMATION OFFICER

Tracy Plouse  
Central Washington University  
Academic & Student Life  
400 E University Way

Ellensburg, WA 98926 - 7510

SUBJECT: Payee Verification for Grant Award P334A140076 - 17

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 055484950

Grantee Name: CENTRAL WASHINGTON UNIVERSITY INC

Payee DUNS/SSN: 055484950

Payee Name: CENTRAL WASHINGTON UNIVERSITY INC

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education  
550 12th Street, SW  
Room 6087  
Washington, DC 20202

Attn: Stephanie Barnes  
Phone: 202-245-8006

**SPECIFIC GRANT CONDITIONS FOR PAYMENTS**

**THE G5 PAYMENTS MODULE**

Payments under this award will be made through the G5-Payments module of the U.S. Department of Education's (Department) electronic payments system. The G5 Payments module within the Education Central Automated Processing Systems (EDCAPS) is administered by the Office of the Chief Information Officer, Financial Systems Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, you must first have a G5 User Id and Password. You will need to request a G5 User Id and Password from the Department of Education by submitting an **External Access Security Form**. This form is electronically available during online registration under "*Not Registered? Sign Up*", when you access the website. The Department will issue G5 User IDs and Passwords to those individuals authorized by the payee to access G5 to request funds and report expenditures. **User IDs and Passwords cannot be faxed or given over the phone**, and may not be shared by multiple users. The External User Access Request Form must be completed and mailed to the following address:

U.S. Department of Education  
Office of the Chief Information Officer  
Mail Stop – 4138  
Attn: G5 Functional Application Team  
400 Maryland Avenue, SW  
Washington, DC 20202

New grantees will be requested to provide pertinent information before they may begin requesting funds. Information to be provided includes:

- Designation of payee;
- Payee contacts and mailing addresses;
- Depositor account information; and
- Individuals authorized by the payee to access G5 to request funds - these individuals will be provided User IDs and passwords to access G5.

The payee is the entity identified by the grantee to handle the financial aspects of the grant (e.g., request payments, report expenditures, etc.). While a grantee may designate an entity to be its payee, alternatively, a grantee and payee may be the same entity.

Payees may begin requesting funds for the grantee once their award authorization is entered into G5 and the award start date is reached.

A copy of the Department of Education G5 Training Guide (*Guide*) is available on the G5 website at the "Help" link. The guide provides detailed instructions on all electronic payment processes. If you are not Internet capable, please contact the G5 Hotline at toll free 1 (888) 336-8930 to request a hard copy of the Guide.

### REQUESTING FUNDS USING THE G5 MODULE

Payees can access the G5-Payments Module on-line to request funds. To access the G5 Payments Module, payees need a Web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using **the PR/Award Number** found in **Block 5** of the **Grant Award Notification**. Instructions for navigating through the G5-Payments screens to make a payment request are given in the G5 Training Guide and in the G5 On Demand training located under the "Help" link. Instructions for modifying payment requests, adjusting drawdown amounts, and viewing award and authorization histories are also included in the Guide.

Those payees who do not have the technology to access G5-Payments on-line may request funds by calling ED's G5 Hotline by at 1-888-336-8930.

### AWARD INFORMATION

Payees can get information on this award on-line, or by calling ED's G5 Hotline Staff at 1-888-336-8930.

#### ➤ On-Line:

Payees may access G5 via the Internet at <https://www.G5.gov> to retrieve and view information on their awards, such as:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

#### ➤ ED's G5 Hotline Staff:

Payees can contact a G5 Hotline Staff for information on any award. Because award information is organized in G5 by a unique identifier - the Dun & Bradstreet Number (DUNS Number) - payees should have their DUNS number, identified in **Block 8** of the **Grant Award Notification**, available when contacting a G5 Hotline Staff Representative.

### FINANCIAL REPORTS:

When a Payee requests a drawdown of funds by grant award, the Department records this drawdown as an expenditure against the specified grant award. This method of identifying expenditures, at the time of drawdown, and the capability to make adjustments on-line, eliminates the need for the submission of the Federal Cash Transactions Report Form 272. Thus, additional financial reporting generally will not be required, unless otherwise specified by ED.



**SPECIFIC GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118).

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

\_\_\_\_\_ 1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

\_\_\_\_\_ The continuation report is due on \_\_\_\_\_.

\_\_\_\_\_ The Department will provide recipients with additional information about this report, including due date, at a later time.

\_\_\_\_\_ 2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

\_\_\_\_\_ Quarterly Submit within 30 days after the end of each quarter.

\_\_\_\_\_ Semiannually Submit within 30 days after the end of each 6-month period.

\_\_\_\_\_ 3. Other Required Reports:

**FINANCIAL REPORTS:**

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

Specific Award Conditions, or specific grant or subgrant conditions for designation of "high risk," were imposed in accordance with 2 CFR Part 200.207 and Part 3474.10; and/or

Statutory Requirement.

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 2 CFR Part 200.307. A grantee is permitted, in accordance with 2 CFR Part 200.307, to add program income to its Federal share to further eligible project or program

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**GRANT ATTACHMENT 2**  
**PAGE 3 OF 3**

objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.

3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, or the de minimis rate of 10 percent of modified total direct cost (MTDC) consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract, must list its rate in 11(a) as an ED Temporary Rate or De Minimis Rate. A grantee may only use the de minimis rate if it has never negotiated an indirect cost rate with its cognizant agency, and it is not subject to ED's training rate or supplement-not-supplant provisions. In addition, States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.
5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be submitted.**

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**An Overview of Single Audit Requirements of States,  
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse  
1201 East 10th Street  
Jeffersonville, Indiana 47132  
(301) 763-1551 (voice)  
(800) 253-0696 (toll free)  
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- (1) **Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- (2) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (3) **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

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(4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

(5) Report Submission. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB Publications Service, (202) 395-7332. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The OMB web site. The Internet address is [www.omb.gov](http://www.omb.gov). Look under OMB "Information for Agencies", then in OMB Circulars. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-888-222-9907. (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is [www.aicpa.org](http://www.aicpa.org).

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If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits  
Office of Inspector General  
U.S. Department of Education  
Wanamaker Building  
100 Penn Square East, Suite 502  
Philadelphia, PA 19107  
Phone: Voice (215) 656-6900  
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
1999 Bryan Street, Suite 2630  
Dallas, TX 75201-6817  
Phone: Voice (214) 880-3031  
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
8930 Ward Parkway, Suite 2401  
Kansas City, MO 64114-3302  
Phone: Voice (816) 268-0502  
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

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**Request for Approval of Program Income**

In projects that generate program income, the recipient calculates the amount of program income according to the guidance given in 2 CFR Part 200.307.

**\*\*\* IF YOU RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY AND YOU ARE SUBJECT TO ANY OF THE RESTRICTIONS IDENTIFIED BELOW, THE RESTRICTION(S) WILL APPEAR IN BOX 10 ON YOUR GRANT AWARD NOTIFICATION AS A GRANT TERM OR CONDITION OF THE AWARD. \*\*\***

Unless checked below as NOT ALLOWED, the recipient may exercise any of the options or combination of options, as provided in 2 CFR Part 200.307, for using program income generated in the course of the recipient's authorized project activities:

Not Allowed Adding program income to funds committed to the project by the Secretary and recipient and using it to further eligible project or program objectives;

Not Allowed Using program income to finance the non-Federal share of the project or program; and

Not Allowed Deducting program income from the total allowable cost to determine the net allowable costs.

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**Trafficking in Persons**

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

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## Reporting Prime Awardee Executive Compensation Data As Required under the Federal Funding Accountability and Transparency Act

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

### **a. Reporting Total Compensation of the Prime Awardee's Executives:**

**1. *Applicability and what to report.*** The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —

**i.** the total Federal funding authorized to date under this award is \$25,000 or more; **and**

**ii.** in the preceding fiscal year, the prime awardee received--

**(A)** 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

**(B)** \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **and**

**iii.** The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

**2. *Where, what and when to report.*** The prime awardee must report executive compensation described in paragraph **a.1.** of this grant award term as part of its registration profile in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).

**i.** The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item **b** of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph **a.1.**, the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

### **b. Definitions. For purposes of this grant award term:**

**1. *Entity*** means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Total compensation** means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Revised 07/2015

**SPECIFIC CONDITIONS FOR DISCLOSING  
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state :

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V,  
Section 505 of Public Law 113-76, Consolidated Appropriations Act, 2014.

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**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE  
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

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**Registration of Data Universal Numbering System (DUNS) Number and Taxpayer Identification Number (TIN) in the System for Award Management (SAM)**

The U.S. Department of Education (Education) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury (Treasury) rather than directly through the Federal Reserve as in the past. The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered DUNS and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee DUNS number is different than your grantee DUNS number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered TINs according to the IRS.

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your DUNS number is not currently registered with the SAM, you can easily register by going to [www.sam.gov](http://www.sam.gov). Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your DUNS is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

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**System for Award Management and Universal Identifier Requirements**

**1. Requirement for System for Award Management (SAM)**

Unless you are exempted from this requirement under 2 CFR 25.119, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**2. Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**3. Definitions**

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

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**ATTACHMENT B  
SPECIAL GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on \_\_\_\_\_.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

**FINANCIAL REPORTS:**

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

\_\_\_\_\_ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

\_\_\_\_\_ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

\_\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_\_ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees;

\_\_\_\_\_ Statutory Requirement or Other Special Condition

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB

within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be mailed to:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8510

**The hand-delivery address is:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
1990 K Street, NW, 7th Floor  
Washington, DC 20005-8510

12/2012



**ATTACHMENT B  
SPECIAL GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on \_\_\_\_\_.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

**FINANCIAL REPORTS:**

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

\_\_\_\_\_ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

\_\_\_\_\_ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

\_\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_\_ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees;

\_\_\_\_\_ Statutory Requirement or Other Special Condition

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB

within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be mailed to:**

U.S. Department of Education  
Office of Postsecondary Education  
Teacher Quality Enhancement  
Grants for States and Partnerships  
1990 K Street, NW, Mailstop 8525  
Washington, D.C. 20006-8525

12/2012



**UNITED STATES DEPARTMENT OF EDUCATION**  
*Office of the Chief Financial Officer*

**MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

**UNITED STATES DEPARTMENT OF EDUCATION**

*Office of the Chief Financial Officer*

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
  - The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014

## ENCLOSURE 1

TO: Project Directors and Fiscal Management Staff for ED  
Discretionary Grants

FROM: Philip A. Maestri  
Director, Risk Management Service

SUBJECT: Key Financial Management Requirements for Discretionary  
Grants Awarded by the Department of Education (ED)

As part of the Department's on-going efforts to make you aware of your responsibilities associated with managing Federal funds, I am writing to remind you of important financial management requirements that apply to discretionary grant awards.

In general, the Department expects that you will administer ED grants in accordance with generally accepted business practices, exercising prudent judgment so as to maintain proper stewardship of taxpayer dollars. This includes using fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. In addition, you may use grant funds only for obligations incurred during the funding period.

Title 2 of the Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes requirements for Federal awards made to non-Federal entities. The Education General Administrative Regulations in 34 CFR (EDGAR) 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99] contain additional requirements for administering discretionary grants made by this Department. The most recent version of these regulations may be accessed at the following URLs:

[The Education General Administrative Regulations \(EDGAR\)](#)

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The attached document, "Selected Topics in Administering ED Discretionary Grants," highlights major administrative requirements of 2 CFR Part 200. In addition, a few of the topics discuss requirements that this Department imposes on its discretionary grantees under EDGAR, Part 75 (Direct Grants). The specific sections of 2 CFR Part 200 and of EDGAR that address the topics discussed are shown in parentheses. I urge you to read the full text of these and other topics in EDGAR and in 2 CFR Part 200.

Please keep in mind that a particular grant might be subject to additional



requirements of the authorizing statute for the program that awarded the grant and/or any regulations issued by the program office. You should become familiar with those requirements as well, because program-specific requirements might differ from those in 2 CFR Part 200 and in EDGAR.

In closing, I recommend that the project director and the fiscal management staff of a grantee organization communicate frequently with each other about the grant budget. Doing so will help to assure that you use Federal funds only for those expenditures associated with activities that conform to the goals and objectives approved for the project.

You should direct any questions you might have about the topics discussed in the attached document or about any other aspect of administering your grant award to the ED program staff person named in Block 3 of the Grant Award Notification.

Attachment

## Selected Topics in Administering ED Discretionary Grants

### I. Financial Management Systems (2 CFR Part 200.302)

In general, grantees are required to have financial management systems that:

- \* provide for accurate, current, and complete disclosure of results regarding the use of funds under grant projects;
- \* provide adequate source documentation for Federal and non-Federal funds used under grant projects;
- \* contain procedures to determine the allowability, allocability, and reasonableness of obligations and expenditures made by the grantee; and
- \* enable the grantee to maintain effective internal control and fund accountability procedures, e.g., requiring separation of functions so that the person who makes obligations for the grantee is not the same person who signs the checks to disburse the funds for those obligations.

State systems must account for funds in accordance with State laws and procedures that apply to the expenditure of and the accounting for a State's own funds. A State's procedures, as well as those of its subrecipients and cost-type contractors, must be sufficient to permit the preparation of reports that may be required under the award as well as provide the tracing of expenditures to a level adequate to establish that award funds have not been used in violation of any applicable statutory restrictions or prohibitions.

### II. Payment (2 CFR Part 200.305)

Under this part --

- \* the Department pays grantees in advance of their expenditures if the grantee demonstrates a willingness and ability to minimize the time between the transfer of funds to the grantee and the disbursement of the funds by the grantee;
- \* grantees repay to the Federal government interest earned on advances; and
- \* grantees subject to Part 74 deposit grant funds in interest-bearing accounts (grantees subject to part 80 are encouraged to also deposit grant funds in interest-bearing accounts).

In general, grantees should make payment requests frequently, only for small amounts sufficient to meet the cash needs of the immediate future.

The Department has recently encountered situations where grantees failed to request funds until long after the grantee actually expended its own funds for the costs of its grant. Grantees need to be aware that, by law, Federal funds are available for grantees to draw down for only a limited period of time, after which the funds revert to the U.S. Treasury. In some cases grantees have requested funds too late for the Department to be able to pay the grantees for legitimate costs incurred during their project periods. The Department urges financial managers to regularly monitor requests for payment under their grants to assure that Federal funds are drawn from the ED G5 Payment System at the time those funds are needed for payments to vendors and employees.

### **III. Personnel (EDGAR §§ 75.511-75.519 and 2 CFR Part 200 Subpart E)**

The rules in Part 75 cover issues such as paying consultants with grant funds, waiving the requirement for a full-time project director, making changes in key project staff, and prohibiting dual compensation of staff. General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles in 2 CFR Part 200 Subpart E. In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For those employees that work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project.

### **IV. Cost Principles (2 CFR Part 200 Subpart E)**

All costs incurred under any grant are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work performed under the grant.

### **V. Procurement Standards (2 CFR Part 200.317-326)**

Under 2 CFR Part 200.317, States are required to follow the procurement rules the States have established for purchases funded by non-Federal sources. When procuring goods and services for a grant's purposes, all other grantees may follow their own procurement procedures, but only to the extent that those procedures meet the minimum requirements for procurement specified in the regulations. These requirements include written competition procedures and codes of conduct for grantee staff, as well as requirements for cost and price analysis, record-keeping and contractor compliance with certain Federal laws and regulations. These regulations also require grantees to include certain conditions in contracts and subcontracts, as mandated by the regulations and statutes.

### **VI. Indirect Costs (EDGAR §§75.560-564 and 2 CFR Part 200.414)**

*For programs reimbursing the full share of indirect costs (Full reimbursement):*



The Department reimburses grantees for its portion of indirect costs that a grantee incurs. Any grantee charging indirect costs to a grant must use the indirect cost rate (ICR), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee.

If a grantee has not established a current ICR with its cognizant agency at the time of award, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages, or a de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Use of the de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract is subject to the following limitations:

1. In accordance with 2 CFR 200.414(f), States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE), and non-profit organizations.
2. Grantees that are subject to ED's training grant and supplement-not-supplant provisions may not use the de minimis rate.
3. The de minimis rate may be used indefinitely; however, if a qualifying grantee chooses to use the de minimis rate to recover indirect costs, it must do so for all of its Federal awards until such time as the grantee negotiates an ICR with its cognizant agency.
4. Once a grantee obtains a federally recognized ICR that is applicable to its grant, the grantee may use that ICR to claim indirect cost reimbursement accordingly:
  - a. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
  - b. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate

recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Grantees should be aware that the Department is very often *not* the cognizant agency for its own grantees. Rather, the Department accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

***For programs with restricted indirect cost rates (Partial Reimbursement):***

The Department has established a *restricted indirect cost rate* that must be used when the statute authorizing the program under which the grant was funded contains a supplement-not-supplant provision that requires a reduction in the indirect cost rate so that costs which are unallowable under these types of programs are not recovered through the indirect cost rate. The detailed requirements of restricted rates are in EDGAR at §§75.563 and 76.563-569.

Guidance on how to calculate the restricted rate is available at: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. The restricted rate should be used in projecting indirect costs.

If the grant is made to a government under a program subject to a supplement-not-supplant requirement, the grantee must notify the cognizant agency that the grant is subject to a restricted indirect cost rate, as calculated under §§75.563 and §§76.564-76.569, and negotiate a restricted ICR with the Department (the grantee should ask its cognizant agency to contact the Department's Indirect Cost Group in order to coordinate a review of the restricted indirect cost proposal).

If a grantee other than a State or local government does not want to negotiate a restricted rate with its cognizant agency, the grantee has the option of charging indirect costs at 8% of the Modified Total Direct Costs (MTDC) of its grant for the life of the grant in accordance with EDGAR at §76.564(c), unless the Department determines that the actual restricted ICR is lower than 8% of MTDC<sup>1</sup>. If a non-governmental grantee chooses to charge indirect costs at 8% of its MTDC, it must maintain records, available for audit, that demonstrate that the grantee incurs indirect costs of at least 8% of MTDC.

Grantees must bear in mind that items of cost excluded from restricted indirect cost rates may **not** be charged to grants as direct cost items. Nor may they be used to satisfy matching or cost-sharing requirements under a grant or charged to other Federal awards.

***For programs that are designated training grants (Limited reimbursement at 8%):***

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<sup>1</sup> If the grantee gets funds under another grant that is not subject to the restricted indirect cost rate, it will not have the option of not negotiating an ICR.

EDGAR limits reimbursement of indirect costs under training grants to non-governmental grantees. These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or 8% of modified total direct costs, whichever rate is lower.

**Note:** This limitation does not apply to State agencies, local governments or Federally-recognized Indian tribal governments. [EDGAR §75.562(c)(2)].

Grantees charging indirect costs to a Department training grant at the 8% rate must have a negotiated rate with their *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee. If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency as a result of current or previous funding, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Although grantees are not required to submit, at the time of application, a copy of their indirect cost agreement to claim the 8% training rate, they must have documentation available for audit that shows that the indirect costs incurred under the grant are at least 8% of MTDC.

Grantees should be aware that indirect cost amounts exceeding the limitation, described in the first paragraph of this section, may **not** be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.562(c)(5)]

## **VII. Audit Requirements (2 CFR Part 200 Subpart F)**

2 CFR 200 Subpart F requires that grantees obtain a non-Federal audit of their expenditures under their Federal grants if the grantee expends more than \$750,000 in Federal funds in one fiscal year. 2 CFR Part 200 Subpart F contains the requirements imposed on grantees for audits done in connection with the law. The Department recommends hiring auditors who have specific experience in auditing Federal awards under the regulations and the Compliance Supplement.



OTHER CONSIDERATIONS

Some other topics of financial management covered in 2 CFR Part 200 that might affect particular grants include program income (2 CFR Part200.307), cost sharing or matching (2 CFR Part200.306), property management requirements for equipment and other capital expenditures (2 CFR Parts200.313, 200.439).

12/14

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## U.S. DEPARTMENT OF EDUCATION

**MEMORANDUM to ED DISCRETIONARY GRANTEES**

You are receiving this memorandum to remind you of Federal requirements, found in 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, regarding cash drawdowns under your grant account.

For any cash that you draw from your Department of Education grant account, you must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to the minimum the time between drawing down the funds and paying them out for grant activities; and
- return to the Government the interest earned on grant funds deposited in interest-bearing bank accounts except for a small amount of interest earned each year that your entity is allowed to keep to reimburse itself for administrative expenses).

In order to meet these requirements, you are urged to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- monitor the fiscal activity (drawdowns and payments) under your grant on a continuous basis;
- plan carefully for cash flow in your grant project during the budget period and review project cash requirements before each drawdown; and
- pay out grant funds for project activities as soon as it is practical to do so after receiving cash from the Department.

Keep in mind that the Department monitors cash drawdown activity for all grants on a weekly basis. Department staff will contact grantees who appear to have drawn down excessive amounts of cash under one or more grants during the fiscal quarter to discuss the particular situation. For the purposes of drawdown monitoring, the Department will contact grantees who have drawn down 50% or more of the grant in the first quarter, 80% or more in the second quarter, and/or 100% of the cash in the third quarter of the budget period. However, even amounts less than these thresholds could still represent excessive drawdowns for your particular grant activities in any particular quarter. Grantees determined to have drawn down excessive cash will be required to return the excess funds to the Department, along with any associated earned interest, until such time as the money is legitimately needed to pay for grant activities. If you need assistance with returning funds and interest, please contact ED's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow Federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subjected to specific award conditions or designated as a "high-risk" grantee [2 CFR Part 200.207 and 2 CFR 3474.10], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee would experience the inconvenience of having to pay for grant activities with its own money and waiting to be reimbursed by the Department afterwards);
- subject to further corrective action;
- denied selection for funding on future ED grant applications [EDGAR 75.217(d)(3)(ii)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

You are urged to read 2 CFR Part 200.305 to learn more about Federal requirements related to grant payments and to determine how to apply these requirements to any subgrantees. You are urged to make copies of this memorandum and share it with all affected individuals within your organization.

12/2014




UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM

ENCLOSURE 4

DATE: July 12, 2016

TO: Recipients of grants and cooperative agreements

FROM: Tim Soltis   
Delegated the Authority to perform the Duties and Functions of the Chief  
Financial Officer

SUBJECT: Department of Education Cash Management Policies for Grants and Cooperative  
Agreements

The purpose of this memorandum is to remind the Department of Education's (the Department's) grant and cooperative agreement recipients (grantees) of existing cash management requirements regarding payments. The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,<sup>1</sup> as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

**CMIA Requirements Applicable to Programs included in a TSA**

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a

<sup>1</sup> The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.



State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

### **CMIA Requirements Applicable to Programs Not Included in a TSA**

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

### **Fund transfer requirements for grantees other than State governments and subgrantees**

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for these conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management

System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services  
Program Support Services  
P.O. Box 530231  
Atlanta, GA 3035-0231

The remittance should be accompanied by a letter stating that the remittance is for “interest earned on Federal funds” and should include the DUNS number of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

Thank you for your attention to this matter. If you have any questions, please contact Blanca Rodriguez at (202) 245-8153 or [blanca.rodriquez@ed.gov](mailto:blanca.rodriquez@ed.gov)

Attachment

**Recipients of ED Grants and Cooperative Agreements  
Frequently Asked Questions on  
Cash Management**

**Q What are the Federal Laws and Regulations Regarding Payments to the States?**

**A** The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, <http://www.fms.treas.gov/fedreg/31cfr205final.pdf>.

**Q What is a Treasury-State Agreement (TSA)?**

**A** A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

**Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**

**A** Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>

**Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**

**A** If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

**Q What if there is no TSA?**

**A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.



**Q Who is responsible for Cash Management?**

**A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

**Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**

**A** Recipients must monitor their own cash drawdowns and those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

**Q How soon may I draw down funds from the G5 grants management system?**

**A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

**By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812.)**

**Q How may I use Federal funds?**

**A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

**Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**

**A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

**Q Who is responsible for determining the amount of interest owed to the Federal government?**

**A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 6, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://ww2.ed.gov/policy/fund/guid/gposbul.html>

**Q What information should accompany my interest payment?**

**A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).

**Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**

**A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if these conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

**Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**

**A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b)

**Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**



**A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

## "Federal" Contract Cover Sheet Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Flonex, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by?	Is a PO Required?	Attorney Review Required?
01/30/18	Revision	CWU/Gear Up-MOSAIC	Sub-award amendment #1 to contract # 22120600DC2 to allow WSD to bill CWU for additional pre-approved programming costs	\$19,753	Sept 26, 2017 - June 25, 2018	<u>Karen Walters / Bill Eagle on behalf of WHS &amp; WSHS</u>		No	This is decided at the district office.
			Budget Code	I have read this contract and recommend it for board approval.					
			N/A	Initial  Date <u>1-30-18</u>					

**Federally Funded Agreements for Professional Services:**

Quotes are not necessary when using federal grant money to pay for professional services provided from another government agency such as an ESD or another school district.

However, record and keep documents that show how the agreement resulted in an economical and efficient use of federal resources.

If the vendor is not from the ESD, OSP1 or a school district and professional services are less than \$75,000, you must obtain at least three quotes and maintain records with the following information: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price (per Circular A-102)

Any purchase in excess of \$75,000, must use the formal bid process to obtain sealed bids and retain all documentation.

If the purchases are not federally funded, then follow the state requirements (RCW 28A.335.190).

Before entering into a vendor contract, check the vendor for suspension and debarment at [www.sam.gov](http://www.sam.gov), print and submit a copy with your contract.

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name Central Washington University  
 Attention: Tracy Plouse  
 Street address or PO Box 400 East University Way  
 City, State, Zip Code Ellensburg, WA 98926-7543  
 Email Address Tracy.Plouse@cwu.edu  
 Phone Number 509-963-1771

**Contract Details (Give a brief description of the contract):**

If this is a revision - what has changed?

This allows WSD to invoice for Gear Up programming costs that CWU staff cannot pay for directly, such as school buses, subs, food for student activities and other pre-approved supplies or materials to support the goals of the program. Attachment A allows for \$18,290 in direct costs, and \$1,463 in indirect costs

**Reviewed by Attorney** \_\_\_\_\_

**Requires Edits?** \_\_\_\_\_

Signature



Username

Password

Log In

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

# Search Results

## Quick Search Results

Your search returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	CENTRAL WASHINGTON UNIVERSITY INC	Status: <b>Active</b> <input type="button" value="v"/>
<b>DUNS:</b> 055484950	<b>CAGE Code:</b> 2K725	<input type="button" value="View Details"/>
<b>Has Active Exclusion?:</b> No	<b>DoDAAC:</b>	
<b>Expiration Date:</b> 11/14/2018	<b>Debt Subject to Offset?</b> No	
<b>Purpose of Registration:</b> All Awards		



- Search Records: TAPIS.gov
- Data Access: GSA.gov/IAE
- Check Status: GSA.gov
- About: USA.gov
- Help: Privacy Policy
- Disclaimers: GSA.gov/IAE
- Accessibility: GSA.gov

IBM VL.R8.20180125-1243

WWW3

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

10718-D

### FDP Research Subaward Agreement Amendment (Number )

Pass-Through Entity (PTE)

Subrecipient

Central Washington University

Entity Name

Julie.Guggino@cwu.edu

Email Address

Julie Guggino, Director, Research and Sponsored Programs

Principal Investigator

Project Title:

PTE Federal Award No:

Federal Awarding Agency:

Revised Subaward Period of Performance:

Start Date:

End Date:

Amount Funded This Action:

Subaward No:

Effective Date of Amendment:

Total Amount of Federal Funds Obligated to Date:

Subject to FFATA:

Yes  No

Automatic Carryover:

Yes  No

#### Amendment(s) to Original Terms and Conditions

This Amendment revises the above-referenced Research Subaward Agreement as follows:

1. The Statement of Work and Budget are hereby revised as described in Attachment A hereto and as follows:

An additional \$19,753.00 in funding is added through this Amendment for a new not-to-exceed total of \$49,753.00. These additional funds may only be used to provide reimbursement for expenses that have been pre-approved by PTE and will be reimbursed based on how funds are utilized as described in Attachment A.

Usage of 30%, or \$5,925.90, of the award can only occur after school district has submitted a proposal to the CWU Gear Up Project Director Tracy Plouse and has received written approval to incur costs.

2. The Indirect Cost Rate (IDC) is hereby revised to 8% of the Modified Total Direct Costs rate type and is applied as follows:

Direct Costs \$18,290.00

Indirect Costs \$ 1,463.00

Total Costs \$19,753.00

3. The final statement in Section 3 of the Terms and Conditions was originally due not later than 30 days (7/25/18) after the Budget Period end date. This Amendment hereby changes the final statement to be due no later than 60 days, or 8/25/18, after the Budget Period end date.

Appendix B, attached hereto, includes the NOA and any applicable additional documentation referenced in the Subaward and this Amendment.

CFDA #84.334A

*For clarity: all amounts stated in this amendment are in United States Dollars.*

**All other terms and conditions of this Subaward Agreement remain in full force and effect.**

By an Authorized Official of PTE:

By an Authorized Official of Subrecipient:

Name:

Date

Name:

Date

Title:

Title:

C/M 1-24-18

# ATTACHMENT “A”

## Statement of Work and Budget Information

Subaward amount	\$18,290.00
Indirect costs @ 8%	\$ 1,463.00
Total budget	<u>\$19,753.00</u>

70% Core award funds utilized as described below will not exceed \$13,827.10

30% Other subaward funds utilized as described below will not exceed \$5,925.90

### 70% Core subaward funds are to be utilized for the following:

1. Costs associated with GEAR UP programming consisting of transportation to and from pre-approved field trips (e.g. postsecondary institutional visits, STEM-focused trips);
2. Food-related costs associated with pre-approved field trips and programmatic activities (subject to federal per diem rates);
3. Costs associated with pre-approved limited programmatic activities which must meet all of the following criteria:
  - a. Designed to provide postsecondary awareness and readiness to students and/or parents;
  - b. Designed to improve academic outcomes for students;
  - c. Designed to meet goals and objectives of GEAR UP grant
4. Costs associated with eligible dual credit, pre-approved conferences and/or professional development, and pre-approved substitute teacher costs.

### 30% Other subaward funds are to be utilized for the following ONLY after the school district has submitted a proposal to the CWU Gear Up Project Director Tracy Plouse and received written approval to incur costs:

1. Pre-approved projects or programs which meet all of the following programming criteria:
  - a. Improves the instruction of GEAR UP students;
  - b. Increases the percentage of students that are postsecondary ready;
  - c. Will be sustainable

Purchases over \$3,500 must be accompanied by a second quote

Equipment over \$5,000 not subject to F&A/Indirect





**Attachment B**  
**US Department of Education**  
**Washington, D.C. 20202**

P334A110080 - 17

**GRANT AWARD NOTIFICATION**

FUND CODE	FUNDING YEAR	AWARD YEAR	ORG. CODE	CATEGORY	LIMITATION	ACTIVITY	CFDA	OBJECT CLASS	AMOUNT
0201A	2017	2017	EP000000	B	JD0	708	334	4101C	\$1,632,000.00

**10**

PR/AWARD NUMBER: P334A110080 - 17  
 RECIPIENT NAME: Central Washington University  
 Academic and Student Life  
 GRANTEE NAME: CENTRAL WASHINGTON UNIVERSITY INC  
 400 E UNIVERSITY WAY,  
 ELLENSBURG, WA 98926 - 7500  
 PROGRAM INDIRECT COST TYPE: Restricted  
 PROJECT INDIRECT COST RATE: 8%

**TERMS AND CONDITIONS**

**(1) THE FOLLOWING ITEMS ARE INCORPORATED IN THE GRANT AGREEMENT:**

- 1) THE RECIPIENT'S APPLICATION (BLOCK 2);
- 2) THE APPLICABLE EDUCATION DEPARTMENT REGULATIONS: 2 CFR PART 180, NONPROCUREMENT DEBARMENT AND SUSPENSION AS ADOPTED AT 2 CFR PART 3485; 2 CFR PART 200 AS ADOPTED AT 2 CFR 3474 (BLOCK 8), AND 34 CFR PARTS 75, 77, 79, 81, 82, 84, 86, 97, 98, 99; AND THE PROGRAM REGULATIONS SPECIFIED IN BLOCK 8; AND
- 3) THE SPECIAL TERMS AND CONDITIONS SHOWN AS ATTACHMENTS IN BLOCK 8 ON THE INITIAL AWARD APPLY UNTIL CHANGED.

IN ACCORDANCE WITH 2 CFR 200.308(c)(2) CHANGES TO KEY PERSONNEL IDENTIFIED IN BLOCK 5 MUST RECEIVE PRIOR APPROVAL FROM THE DEPARTMENT.

THIS AWARD SUPPORTS THE FINAL BUDGET PERIOD FOR THIS PROJECT. THE RECIPIENT IS REQUIRED TO SUBMIT ALL NECESSARY REPORTS TO THE DEPARTMENT OF EDUCATION WITHIN 90 DAYS AFTER THE END OF FEDERAL SUPPORT IN ACCORDANCE WITH 2 CFR 200.327 AND 200.328 (BLOCK 6).

**(2) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN.**

If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:

- 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
- 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

**(3) Unless this grant solely funds research, you must comply with new regulations regarding awards to faith-based organizations (FBOs) that provide beneficiary services under this grant or under a contract you award to provide**



**US Department of Education  
Washington, D.C. 20202**

**GRANT AWARD NOTIFICATION**

beneficiary services under this grant. These new regulations clarify the rights of FBOs and impose certain duties on FBOs regarding the referral of beneficiaries they serve. See 34 CFR 75.52, 75.712-75.714, appendix A to part 75, and 2 CFR 3474.15. The Department has established a web page that provides guidance on the new regulations, including FAQs and other implementation tools, which is available at <http://www2.ed.gov/policy/fund/reg/fbci-reg.html>. If you have any questions about these regulations, please contact the Education Program Contact identified in Block 3 of this GAN.

- (4) Reimbursement of indirect costs is subject to the availability of funds and statutory and regulatory restrictions. The negotiated indirect cost rate agreement authorizes a non-Federal entity to draw down indirect costs from the grant awards. The following conditions apply to the below entities.

**A. All entities (other than institutions of higher education (IHE))**

The GAN for this grant award shows the indirect cost rate that applies on the date of the initial grant for this project. However, after the initial grant date, when a new indirect cost rate agreement is negotiated, the newly approved indirect cost rate supersedes the indirect cost rate shown on the GAN for the initial grant. This new indirect cost rate should be applied according to the period specified in the indirect cost rate agreement, unless expressly limited under EDGAR or program regulations. Any grant award with an approved budget can amend the budget to account for a change in the indirect cost rate. However, for a discretionary grant award any material changes to the budget which may impact the scope or objectives of the grant must be discussed with the program officer at the Department. See 34 CFR 75.560 (d)(3) (ii) (part 75 of EDGAR).

**B. Institutions of higher education (IHE)**

Under 2 CFR part 200, Appendix III, Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), the Department must apply the negotiated indirect cost rate in effect on the date of the initial grant award to every budget period of the project, including all continuation grants made for this project. See 2 CFR Part 200, Appendix III, paragraph C.7. Therefore, the GAN for each continuation grant will show the original indirect cost rate and it applies to the entire period of performance of this project. If the indirect cost rate agreement that is applicable to this grant does not extend to the end of the grant's project period, the indirect cost rate set at the start of the project period must still be applied to the end of project period regardless of the fact that the rate has otherwise expired.

Validity unknown  
Digitally signed by Monique Bolton  
Date: Thu Aug 10 11:45:31 EDT 2017

\_\_\_\_\_  
AUTHORIZING OFFICIAL

\_\_\_\_\_  
DATE

## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and businessmanagement concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.



**DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

**\*REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

**\*ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS** -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

**\*PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

**\*GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

**\*PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

**\*PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

**\*AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

**FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

**7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

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\* This item differs or does not appear on formula and block grants.

**UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
& CHIEF INFORMATION OFFICER**

**Tracy Plouse  
Central Washington University  
Academic and Student Life  
400 E University Way**

**Ellensburg, WA 98926 - 7510**

**SUBJECT: Payee Verification for Grant Award P334A110080 - 17**

**This is to inform you of the payee for the above listed grant award issued by the United States Department of Education**

**Grantee DUNS/SSN: 055484950**

**Grantee Name: CENTRAL WASHINGTON UNIVERSITY INC**

**Payee DUNS/SSN: 055484950**

**Payee Name: CENTRAL WASHINGTON UNIVERSITY INC**

**If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:**

**U.S. Department of Education  
550 12th Street, SW  
Room 6087  
Washington, DC 20202**

**Attn: Stephanie Barnes  
Phone: 202-245-8006**

**SPECIFIC GRANT CONDITIONS FOR PAYMENTS**

**THE G5 PAYMENTS MODULE**

Payments under this award will be made through the G5-Payments module of the U.S. Department of Education's (Department) electronic payments system. The G5 Payments module within the Education Central Automated Processing Systems (EDCAPS) is administered by the Office of the Chief Information Officer, Financial Systems Services.

The internet address for G5 is <https://www.g5.gov>. To access the G5 Payments module, you must first have a G5 User Id and Password. You will need to request a G5 User Id and Password from the Department of Education by submitting an **External Access Security Form**. This form is electronically available during online registration under "*Not Registered? Sign Up*", when you access the website. The Department will issue G5 User IDs and Passwords to those individuals authorized by the payee to access G5 to request funds and report expenditures. **User IDs and Passwords cannot be faxed or given over the phone**, and may not be shared by multiple users. The External User Access Request Form must be completed and mailed to the following address:

U.S. Department of Education  
Office of the Chief Information Officer  
Mail Stop – 4138  
Attn: G5 Functional Application Team  
400 Maryland Avenue, SW  
Washington, DC 20202

New grantees will be requested to provide pertinent information before they may begin requesting funds. Information to be provided includes:

- Designation of payee;
- Payee contacts and mailing addresses;
- Depositor account information; and
- Individuals authorized by the payee to access G5 to request funds - these individuals will be provided User IDs and passwords to access G5.

The payee is the entity identified by the grantee to handle the financial aspects of the grant (e.g., request payments, report expenditures, etc.). While a grantee may designate an entity to be its payee, alternatively, a grantee and payee may be the same entity.

Payees may begin requesting funds for the grantee once their award authorization is entered into G5 and the award start date is reached.

A copy of the Department of Education G5 Training Guide (*Guide*) is available on the G5 website at the "Help" link. The guide provides detailed instructions on all electronic payment processes. If you are not Internet capable, please contact the G5 Hotline at toll free 1 (888) 336-8930 to request a hard copy of the Guide.



### REQUESTING FUNDS USING THE G5 MODULE

Payees can access the G5-Payments Module on-line to request funds. To access the G5 Payments Module, payees need a Web browser (such as Microsoft Internet Explorer) and Internet connectivity. Payees will request funds by award using the **PR/Award Number** found in **Block 5** of the **Grant Award Notification**. Instructions for navigating through the G5-Payments screens to make a payment request are given in the G5 Training Guide and in the G5 On Demand training located under the "Help" link. Instructions for modifying payment requests, adjusting drawdown amounts, and viewing award and authorization histories are also included in the Guide.

Those payees who do not have the technology to access G5-Payments on-line may request funds by calling ED's G5 Hotline by at 1-888-336-8930.

### AWARD INFORMATION

Payees can get information on this award on-line, or by calling ED's G5 Hotline Staff at 1-888-336-8930.

#### ➤ On-Line:

Payees may access G5 via the Internet at <https://www.G5.gov> to retrieve and view information on their awards, such as:

- Net authorization and authorization history;
- Net draws;
- Available balance;
- History of pending and completed payments;
- Award status; and
- Award history - including detailed transactions on drawdowns, returns, refunds, and adjustments.

#### ➤ ED's G5 Hotline Staff:

Payees can contact a G5 Hotline Staff for information on any award. Because award information is organized in G5 by a unique identifier - the Dun & Bradstreet Number (DUNS Number) - payees should have their DUNS number, identified in **Block 8** of the **Grant Award Notification**, available when contacting a G5 Hotline Staff Representative.

### FINANCIAL REPORTS:

When a Payee requests a drawdown of funds by grant award, the Department records this drawdown as an expenditure against the specified grant award. This method of identifying expenditures, at the time of drawdown, and the capability to make adjustments on-line, eliminates the need for the submission of the Federal Cash Transactions Report Form 272. Thus, additional financial reporting generally will not be required, unless otherwise specified by ED.

**SPECIFIC GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118).

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on \_\_\_\_\_.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

**FINANCIAL REPORTS:**

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

\_\_\_\_ Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_ Specific Award Conditions, or specific grant or subgrant conditions for designation of "high risk," were imposed in accordance with 2 CFR Part 200.207 and Part 3474.10; and/or

\_\_\_\_ Statutory Requirement.

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 2 CFR Part 200.307. A grantee is permitted, in accordance with 2 CFR Part 200.307, to add program income to its Federal share to further eligible project or program

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**GRANT ATTACHMENT 2**  
**PAGE 3 OF 3**

objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.

3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, or the de minimis rate of 10 percent of modified total direct cost (MTDC) consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract, must list its rate in 11(a) as an ED Temporary Rate or De Minimis Rate. A grantee may only use the de minimis rate if it has never negotiated an indirect cost rate with its cognizant agency, and it is not subject to ED's training rate or supplement-not-supplant provisions. In addition, States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.
5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be submitted.**

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**An Overview of Single Audit Requirements of States,  
Local Governments, and Non-Profit Organizations**

To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form, to:

Federal Audit Clearinghouse  
1201 East 10th Street  
Jeffersonville, Indiana 47132  
(301) 763-1551 (voice)  
(800) 253-0696 (toll free)  
(301) 457-1540 (fax)

Below is a summary of the single audit requirements:

- (1) **Single Audit.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.514, "Scope of Audit," except when it elects to have a program specific audit conducted.
- (2) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (3) **Exemption when Federal awards expended are less than \$750,000.** A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

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(4) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.

(5) Report Submission. The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

If the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at the address, phone, or fax number provided on page 3 of this attachment.

Grantees can obtain information on single audits from:

The OMB Publications Service, (202) 395-7332. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The OMB web site. The Internet address is [www.omb.gov](http://www.omb.gov). Look under OMB "Information for Agencies", then in OMB Circulars. (To obtain OMB Compliance Supplement, and Form SF-SAC: Data Collection Form)

The Federal Audit Clearinghouse, 1-888-222-9907. (to obtain Form SF-SAC: Data Collection Form), or

The American Institute of Certified Public Accountants (AICPA). AICPA has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff. The examples can be obtained by their fax hotline: (202) 938-3797, request document number 311; or from their Internet page. The Internet address is [www.aicpa.org](http://www.aicpa.org).

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If the U.S. Department of Education is the cognizant agency for the grantee organization, the following shows, according to the location of the grantee entity, which location of the Office of Inspector General to contact for single audit-related questions. For programmatic questions, grantees should contact the Education Program Contact shown on the Department's Grant Award Notification.

U.S. Department of Education Non-Federal Audit Teams

Director, Non-Federal Audits  
Office of Inspector General  
U.S. Department of Education  
Wanamaker Building  
100 Penn Square East, Suite 502  
Philadelphia, PA 19107  
Phone: Voice (215) 656-6900  
FAX (215) 656-6397

NATIONAL OFFICE CONTACT and audits in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Puerto Rico, and the Virgin Islands.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
1999 Bryan Street, Suite 2630  
Dallas, TX 75201-6817  
Phone: Voice (214) 880-3031  
FAX (214) 880-2492

For audits in Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Non-Federal Audit Team  
Office of Inspector General  
U.S. Department of Education  
8930 Ward Parkway, Suite 2401  
Kansas City, MO 64114-3302  
Phone: Voice (816) 268-0502  
FAX (816) 823-1398

For audits in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, and the Pacific Islands.

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**Request for Approval of Program Income**

In projects that generate program income, the recipient calculates the amount of program income according to the guidance given in 2 CFR Part 200.307.

**\*\*\* IF YOU RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY AND YOU ARE SUBJECT TO ANY OF THE RESTRICTIONS IDENTIFIED BELOW, THE RESTRICTION(S) WILL APPEAR IN BOX 10 ON YOUR GRANT AWARD NOTIFICATION AS A GRANT TERM OR CONDITION OF THE AWARD. \*\*\***

Unless checked below as NOT ALLOWED, the recipient may exercise any of the options or combination of options, as provided in 2 CFR Part 200.307, for using program income generated in the course of the recipient's authorized project activities:

Not Allowed Adding program income to funds committed to the project by the Secretary and recipient and using it to further eligible project or program objectives;

Not Allowed Using program income to finance the non-Federal share of the project or program; and

Not Allowed Deducting program income from the total allowable cost to determine the net allowable costs.

\_\_\_\_\_

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## GRANT ATTACHMENT 8

### **Trafficking in Persons**

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2.ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2.ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

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## **Reporting Prime Awardee Executive Compensation Data As Required under the Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that executive compensation data be reported for all new Federal grants funded at \$25,000 or more that meet the reporting conditions as set forth in this grant award term, and that are awarded on or after October 1, 2010. For FFATA reporting purposes, the prime awardee (i.e. the grantee) is the entity listed in box 1 of the Grant Award Notification.

### **a. Reporting Total Compensation of the Prime Awardee's Executives:**

**1. *Applicability and what to report.*** The prime awardee must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if all of the following conditions are applicable: —

i. the total Federal funding authorized to date under this award is \$25,000 or more; and

ii. in the preceding fiscal year, the prime awardee received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission total compensation filings at [www.sec.gov/answers/excomp.htm](http://www.sec.gov/answers/excomp.htm).)

**2. *Where, what and when to report.*** The prime awardee must report executive compensation described in paragraph a.1. of this grant award term as part of its registration profile in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)).

i. The types of compensation that must be reported for each subrecipient are listed in the definition of "total compensation" appearing in item b of this grant award term. If this is the first award the prime awardee has received that is subject to the reporting requirements in paragraph a.1., the prime awardee must report by the end of the month following the month in which this award is made, and on each anniversary of this award.

### **b. Definitions. For purposes of this grant award term:**

**1. *Entity*** means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Total compensation* means the cash and noncash dollar value earned by the executive during the prime awardee's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Revised 07/2015



**SPECIFIC CONDITIONS FOR DISCLOSING  
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state :

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 113-76, Consolidated Appropriations Act, 2014.

12/2014

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE  
DRIVING DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

12/2014

**Registration of Data Universal Numbering System (DUNS) Number and Taxpayer Identification Number (TIN) in the System for Award Management (SAM)**

The U.S. Department of Education (Education) Grants Management System (G5) will begin disbursing payments via the U.S. Department of Treasury (Treasury) rather than directly through the Federal Reserve as in the past. The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with Education you must have a registered DUNS and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee DUNS number is different than your grantee DUNS number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from Education.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered TINs according to the IRS.

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your DUNS number is not currently registered with the SAM, you can easily register by going to [www.sam.gov](http://www.sam.gov). Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your DUNS is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

12/2014



**System for Award Management and Universal Identifier Requirements**

**1. Requirement for System for Award Management (SAM)**

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**2. Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**3. Definitions**

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. Subaward:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (see 2 CFR 200.501 of the OMB "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

12/2014

**ATTACHMENT B  
SPECIAL GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

**PERFORMANCE REPORTS:**

**ALL RECIPIENTS** are required to submit a final performance report within 90 days after the expiration or termination of grant support.

**ALL RECIPIENTS** of a multi-year discretionary award must submit an annual Grant Performance Report. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR PERFORMANCE REPORT SUBMISSIONS, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

Refer to the item(s) checked below for other reporting requirements that may apply to this grant:

1. A performance report is due before the next budget period begins. The report should contain current performance and financial expenditure information for this grant. (34 CFR 75.118)

The continuation report is due on \_\_\_\_\_.

The Department will provide recipients with additional information about this report, including due date, at a later time.

2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

3. Other Required Reports:

**\*\*\* IF YOU HAVE RECEIVED YOUR GRANT AWARD NOTIFICATION ELECTRONICALLY, THE ITEMS BELOW WILL NOT BE CHECKED. IF A FINANCIAL REPORT IS REQUIRED, YOUR EDUCATION PROGRAM CONTACT WILL PROVIDE YOU WITH INFORMATION ABOUT YOUR FINANCIAL REPORT SUBMISSION, INCLUDING THE DUE DATE, AS A GRANT TERM OR CONDITION IN BOX 10 ON THE GRANT AWARD NOTIFICATION, OR THROUGH ANOTHER NOTIFICATION AT A LATER TIME. \*\*\***

**FINANCIAL REPORTS:**

Unless an item down below is checked, a Standard Form 425 Federal Financial Report (FFR) is not required for this grant. The Department will rely on the drawdown of funds by grant award and record such drawdowns as expenditures by grantees. (34 CFR 75.720)

Quarterly FFRs are required for reporting periods ending on 12/31, 03/31, 06/30, 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ Semi-annual FFRs are required for reporting periods ending on 03/31 and 09/30, and are due within 45 days after each reporting period.

\_\_\_\_ An annual FFR is required for reporting period ending 09/30, and is due within 45 days after the reporting period.

\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees;

\_\_\_\_ Statutory Requirement or Other Special Condition

**When completing an FFR for submission in accordance with the above referenced selection, the following must be noted:**

1. While the FFR is a government wide form that is designed for single grant and multiple grant award reporting, the U.S. Department of Education's (EDs) policy is that multiple grant award reporting is not permitted for ED grants. Thus, an ED grantee that is required to submit an FFR in accordance with any of the above referenced selections must complete and submit one FFR for each of its grants. The FFR attachment (Standard Form 425A), which is available for reporting multiple grants, is not to be used for ED grants. As such, references to multiple grant reporting and to the FFR attachment in items 2, 5 and 10 of the FFR are not applicable to ED grantees. With regards to item 1 of the note found in the Federal Financial Report Instructions, it is EDs policy that a grantee must complete items 10(a) through 10(o) for each of its grants. The multiple award, multiple grant, and FFR attachment references found in items 2, 5, 6, before 10(a), in item 10(b), before 10(d), before 10(i) and before 10(l) of the Line Item Instructions for the Federal Financial Report are not applicable to ED grants.
2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB



within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be mailed to:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8510

**The hand-delivery address is:**

U.S. Department of Education  
Office of Postsecondary Education  
Office of Federal TRIO Programs  
1990 K Street, NW, 7th Floor  
Washington, DC 20006-8510

**12/2012**

**ATTACHMENT B  
SPECIAL GRANT TERMS AND CONDITIONS FOR  
FINANCIAL AND PERFORMANCE REPORTS**

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The continuation report is due on \_\_\_\_\_.

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2. An interim performance report is required because of the nature of this award or because of statutory or regulatory provisions governing the program under which this award is made. The report is due more frequently than annually as indicated:

Quarterly Submit within 30 days after the end of each quarter.

Semiannually Submit within 30 days after the end of each 6-month period.

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\_\_\_\_\_ A final FFR is due within 90 days after the project or grant period end date.

A quarterly, semi-annual, annual, and/or final FFR as noted hereinabove is due for this grant because:

\_\_\_\_\_ (34 CFR 74.14 or 80.12) Special Award Conditions or Special grant or subgrant conditions for "high-risk" grantees:

\_\_\_\_\_ Statutory Requirement or Other Special Condition

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2. Unless disallowed by statute or regulation, a grantee will complete item 10(m) or 10(n) in accordance with the options or combination of options as provided in 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h). A grantee is permitted, in accordance with 34 CFR 74.24(a)-(h) and 34 CFR 80.25(a)-(h), to add program income to its Federal share to further eligible project or program objectives, use program income to finance the non-Federal share of the project or program; and deduct program income from the Federal share of the total project costs.
3. A grantee will complete item 11(a) by listing the rate type identified in its indirect cost rate agreement, as approved by its cognizant agency. An ED grantee that does not have an indirect cost rate agreement approved by its cognizant agency, and that is using the ED approved temporary rate of 10% of budgeted direct salaries and wages, must list its rate in 11(a) as an ED Temporary Rate. A training program grantee whose recovery of indirect cost is limited to 8% of a modified total direct cost base in accordance with EDGAR § 75.562 (c), must list its rate as an ED Training Grant Rate. A restricted rate program grantee (such as one with a supplement-not-supplant grant provision) that has not negotiated an indirect cost agreement with its cognizant agency and that has limited the recovery of indirect costs in accordance with 34 CFR 75.563 and 76.564 (c), must list its rate as an ED Restricted Rate.
4. Quarterly, semi-annual, and annual interim reports shall be due within 45 days after the end of the reporting period. Although the Office of Management and Budget (OMB) published in its December 7, 2007 Federal Register Notice (72 FR 69236) that interim reports are due within 45 days of the interim reporting end dates instead of within 30 days as originally identified, OMB has not revised the FFR instructions to reflect this change. Grantees are, nevertheless, permitted to exercise the 45 day period as published by OMB



within the Federal Register. Final reports shall be due no later than 90 days after the project or grant period end date. Extensions of reporting due dates may be approved by the program office upon request by the grantee.

5. If grantees need additional space to report financial information, beyond what is available within the FFR, they should provide supplemental pages. These additional pages must indicate the following information at the top of each page: Federal Grant or other identifying number, recipient organization, Data Universal Number System (DUNS) number, Employer Identification Number (EIN), and period covered by the report.

**One original and one copy of all reports should be mailed to:**

U.S. Department of Education  
Office of Postsecondary Education  
Teacher Quality Enhancement  
Grants for States and Partnerships  
1990 K Street, NW, Mailstop 8525  
Washington, D.C. 20006-8525

**12/2012**

**UNITED STATES DEPARTMENT OF EDUCATION**  
*Office of the Chief Financial Officer*

**MEMORANDUM to ED GRANTEES REGARDING THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS**

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
  - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
  - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
  - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
  - Federal grant funds cannot be used to pay for alcoholic beverages; and
  - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
  - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
  - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

**UNITED STATES DEPARTMENT OF EDUCATION**

*Office of the Chief Financial Officer*

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:
  - The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
  - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

12/2014



## ENCLOSURE 1

**TO:** Project Directors and Fiscal Management Staff for ED  
Discretionary Grants

**FROM:** Philip A. Maestri  
Director, Risk Management Service

**SUBJECT:** Key Financial Management Requirements for Discretionary  
Grants Awarded by the Department of Education (ED)

As part of the Department's on-going efforts to make you aware of your responsibilities associated with managing Federal funds, I am writing to remind you of important financial management requirements that apply to discretionary grant awards.

In general, the Department expects that you will administer ED grants in accordance with generally accepted business practices, exercising prudent judgment so as to maintain proper stewardship of taxpayer dollars. This includes using fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. In addition, you may use grant funds only for obligations incurred during the funding period.

Title 2 of the Code of Federal Regulations Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," establishes requirements for Federal awards made to non-Federal entities. The Education General Administrative Regulations in 34 CFR (EDGAR) 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99] contain additional requirements for administering discretionary grants made by this Department. The most recent version of these regulations may be accessed at the following URLs:

[The Education General Administrative Regulations \(EDGAR\)](#)

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The attached document, "Selected Topics in Administering ED Discretionary Grants," highlights major administrative requirements of 2 CFR Part 200. In addition, a few of the topics discuss requirements that this Department imposes on its discretionary grantees under EDGAR, Part 75 (Direct Grants). The specific sections of 2 CFR Part 200 and of EDGAR that address the topics discussed are shown in parentheses. I urge you to read the full text of these and other topics in EDGAR and in 2 CFR Part 200.

Please keep in mind that a particular grant might be subject to additional

requirements of the authorizing statute for the program that awarded the grant and/or any regulations issued by the program office. You should become familiar with those requirements as well, because program-specific requirements might differ from those in 2 CFR Part 200 and in EDGAR.

In closing, I recommend that the project director and the fiscal management staff of a grantee organization communicate frequently with each other about the grant budget. Doing so will help to assure that you use Federal funds only for those expenditures associated with activities that conform to the goals and objectives approved for the project.

You should direct any questions you might have about the topics discussed in the attached document or about any other aspect of administering your grant award to the ED program staff person named in Block 3 of the Grant Award Notification.

Attachment

## Selected Topics in Administering ED Discretionary Grants

### I. Financial Management Systems (2 CFR Part 200.302 )

In general, grantees are required to have financial management systems that:

- \* provide for accurate, current, and complete disclosure of results regarding the use of funds under grant projects;
- \* provide adequate source documentation for Federal and non-Federal funds used under grant projects;
- \* contain procedures to determine the allowability, allocability, and reasonableness of obligations and expenditures made by the grantee; and
- \* enable the grantee to maintain effective internal control and fund accountability procedures, e.g., requiring separation of functions so that the person who makes obligations for the grantee is not the same person who signs the checks to disburse the funds for those obligations.

State systems must account for funds in accordance with State laws and procedures that apply to the expenditure of and the accounting for a State's own funds. A State's procedures, as well as those of its subrecipients and cost-type contractors, must be sufficient to permit the preparation of reports that may be required under the award as well as provide the tracing of expenditures to a level adequate to establish that award funds have not been used in violation of any applicable statutory restrictions or prohibitions.

### II. Payment (2 CFR Part 200.305)

Under this part --

- \* the Department pays grantees in advance of their expenditures if the grantee demonstrates a willingness and ability to minimize the time between the transfer of funds to the grantee and the disbursement of the funds by the grantee;
- \* grantees repay to the Federal government interest earned on advances; and
- \* grantees subject to Part 74 deposit grant funds in interest-bearing accounts (grantees subject to part 80 are encouraged to also deposit grant funds in interest-bearing accounts).

In general, grantees should make payment requests frequently, only for small amounts sufficient to meet the cash needs of the immediate future.



The Department has recently encountered situations where grantees failed to request funds until long after the grantee actually expended its own funds for the costs of its grant. Grantees need to be aware that, by law, Federal funds are available for grantees to draw down for only a limited period of time, after which the funds revert to the U.S. Treasury. In some cases grantees have requested funds too late for the Department to be able to pay the grantees for legitimate costs incurred during their project periods. The Department urges financial managers to regularly monitor requests for payment under their grants to assure that Federal funds are drawn from the ED G5 Payment System at the time those funds are needed for payments to vendors and employees.

### **III. Personnel (EDGAR §§ 75.511-75.519 and 2 CFR Part 200 Subpart E)**

The rules in Part 75 cover issues such as paying consultants with grant funds, waiving the requirement for a full-time project director, making changes in key project staff, and prohibiting dual compensation of staff. General rules governing reimbursement of salaries and compensation for staff working on grant projects are addressed in the cost principles in 2 CFR Part 200 Subpart E. In all cases, payments of any type to personnel must be supported by complete and accurate records of employee time and effort. For those employees that work on multiple functions or separately funded programs or projects, the grantee must also maintain time distribution records to support the allocation of employee salaries among each function and separately funded program or project.

### **IV. Cost Principles (2 CFR Part 200 Subpart E)**

All costs incurred under any grant are subject to the cost principles found in 2 CFR Part 200 Subpart E. The cost principles provide lists of selected items of allowable and unallowable costs, and must be used in determining the allowable costs of work performed under the grant.

### **V. Procurement Standards (2 CFR Part 200.317-326)**

Under 2 CFR Part 200.317, States are required to follow the procurement rules the States have established for purchases funded by non-Federal sources. When procuring goods and services for a grant's purposes, all other grantees may follow their own procurement procedures, but only to the extent that those procedures meet the minimum requirements for procurement specified in the regulations. These requirements include written competition procedures and codes of conduct for grantee staff, as well as requirements for cost and price analysis, record-keeping and contractor compliance with certain Federal laws and regulations. These regulations also require grantees to include certain conditions in contracts and subcontracts, as mandated by the regulations and statutes.

### **VI. Indirect Costs (EDGAR §§75.560-564 and 2 CFR Part 200.414)**

*For programs reimbursing the full share of indirect costs (Full reimbursement):*

The Department reimburses grantees for its portion of indirect costs that a grantee incurs. Any grantee charging indirect costs to a grant must use the indirect cost rate (ICR), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee.

If a grantee has not established a current ICR with its cognizant agency at the time of award, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages, or a de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Use of the de minimis rate of 10 percent of MTDC consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e. subgrant) or subcontract is subject to the following limitations:

1. In accordance with 2 CFR 200.414(f), States, Local Governments and Indian Tribes may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE), and non-profit organizations.
2. Grantees that are subject to ED's training grant and supplement-not-supplant provisions may not use the de minimis rate.
3. The de minimis rate may be used indefinitely; however, if a qualifying grantee chooses to use the de minimis rate to recover indirect costs, it must do so for all of its Federal awards until such time as the grantee negotiates an ICR with its cognizant agency.
4. Once a grantee obtains a federally recognized ICR that is applicable to its grant, the grantee may use that ICR to claim indirect cost reimbursement accordingly:
  - a. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
  - b. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate

recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Grantees should be aware that the Department is very often *not* the cognizant agency for its own grantees. Rather, the Department accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

***For programs with restricted indirect cost rates (Partial Reimbursement):***

The Department has established a *restricted indirect cost rate* that must be used when the statute authorizing the program under which the grant was funded contains a supplement-not-supplant provision that requires a reduction in the indirect cost rate so that costs which are unallowable under these types of programs are not recovered through the indirect cost rate. The detailed requirements of restricted rates are in EDGAR at §§75.563 and 76.563-569.

Guidance on how to calculate the restricted rate is available at: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. The restricted rate should be used in projecting indirect costs.

If the grant is made to a government under a program subject to a supplement-not-supplant requirement, the grantee must notify the cognizant agency that the grant is subject to a restricted indirect cost rate, as calculated under §75.563 and §§76.564-76.569, and negotiate a restricted ICR with the Department (the grantee should ask its cognizant agency to contact the Department's Indirect Cost Group in order to coordinate a review of the restricted indirect cost proposal).

If a grantee other than a State or local government does not want to negotiate a restricted rate with its cognizant agency, the grantee has the option of charging indirect costs at 8% of the Modified Total Direct Costs (MTDC) of its grant for the life of the grant in accordance with EDGAR at §76.564(c), unless the Department determines that the actual restricted ICR is lower than 8% of MTDC<sup>1</sup>. If a non-governmental grantee chooses to charge indirect costs at 8% of its MTDC, it must maintain records, available for audit, that demonstrate that the grantee incurs indirect costs of at least 8% of MTDC.

Grantees must bear in mind that items of cost excluded from restricted indirect cost rates may **not** be charged to grants as direct cost items. Nor may they be used to satisfy matching or cost-sharing requirements under a grant or charged to other Federal awards.

***For programs that are designated training grants (Limited reimbursement at 8%):***

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<sup>1</sup> If the grantee gets funds under another grant that is not subject to the restricted indirect cost rate, it will not have the option of not negotiating an ICR.



EDGAR limits reimbursement of indirect costs under training grants to non-governmental grantees. These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or 8% of modified total direct costs, whichever rate is lower.

**Note:** This limitation does not apply to State agencies, local governments or Federally-recognized Indian tribal governments. [EDGAR §75.562(c)(2)].

Grantees charging indirect costs to a Department training grant at the 8% rate must have a negotiated rate with their *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget, or the State agency that provides the most subgrant funds to the grantee. If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency as a result of current or previous funding, the Department generally will authorize the grantee to use a temporary rate, of 10 percent of budgeted direct salaries and wages.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee may only recover indirect cost incurred at the start of the next grant budget period.
2. The grantee may not request additional funds to recover indirect costs. If the grantee believes that the indirect rate recovery is less than it should be, the grantee should submit an indirect cost proposal for the next full fiscal year to the ED Indirect Cost Group for negotiation of an indirect cost rate agreement.

Although grantees are not required to submit, at the time of application, a copy of their indirect cost agreement to claim the 8% training rate, they must have documentation available for audit that shows that the indirect costs incurred under the grant are at least 8% of MTDC.

Grantees should be aware that indirect cost amounts exceeding the limitation, described in the first paragraph of this section, may **not** be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.562(c)(5)]

## **VII. Audit Requirements (2 CFR Part 200 Subpart F)**

2 CFR 200 Subpart F requires that grantees obtain a non-Federal audit of their expenditures under their Federal grants if the grantee expends more than \$750,000 in Federal funds in one fiscal year. 2 CFR Part 200 Subpart F contains the requirements imposed on grantees for audits done in connection with the law. The Department recommends hiring auditors who have specific experience in auditing Federal awards under the regulations and the Compliance Supplement.

OTHER CONSIDERATIONS

Some other topics of financial management covered in 2 CFR Part 200 that might affect particular grants include program income (2 CFR Part200.307), cost sharing or matching (2 CFR Part200.306), property management requirements for equipment and other capital expenditures (2 CFR Parts200.313, 200.439).

12/14

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## U.S. DEPARTMENT OF EDUCATION

**MEMORANDUM to ED DISCRETIONARY GRANTEES**

You are receiving this memorandum to remind you of Federal requirements, found in 2 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements*, regarding cash drawdowns under your grant account.

For any cash that you draw from your Department of Education grant account, you must:

- draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- keep to the minimum the time between drawing down the funds and paying them out for grant activities; and
- return to the Government the interest earned on grant funds deposited in interest-bearing bank accounts except for a small amount of interest earned each year that your entity is allowed to keep to reimburse itself for administrative expenses).

In order to meet these requirements, you are urged to:

- take into account the need to coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) when projecting immediate cash needs so that funds drawn down from ED do not stay in a bank account for extended periods of time while waiting for approval;
- monitor the fiscal activity (drawdowns and payments) under your grant on a continuous basis;
- plan carefully for cash flow in your grant project during the budget period and review project cash requirements before each drawdown; and
- pay out grant funds for project activities as soon as it is practical to do so after receiving cash from the Department.

Keep in mind that the Department monitors cash drawdown activity for all grants on a weekly basis. Department staff will contact grantees who appear to have drawn down excessive amounts of cash under one or more grants during the fiscal quarter to discuss the particular situation. For the purposes of drawdown monitoring, the Department will contact grantees who have drawn down 50% or more of the grant in the first quarter, 80% or more in the second quarter, and/or 100% of the cash in the third quarter of the budget period. However, even amounts less than these thresholds could still represent excessive drawdowns for your particular grant activities in any particular quarter. Grantees determined to have drawn down excessive cash will be required to return the excess funds to the Department, along with any associated earned interest, until such time as the money is legitimately needed to pay for grant activities. If you need assistance with returning funds and interest, please contact ED's G5 Hotline by calling 1-888-336-8930.

Grantees that do not follow Federal cash management requirements and/or consistently appear on the Department's reports of excessive drawdowns could be:

- subjected to specific award conditions or designated as a "high-risk" grantee [2 CFR Part 200.207 and 2 CFR 3474.10], which could mean being placed on a "cash-reimbursement" payment method (i.e., a grantee would experience the inconvenience of having to pay for grant activities with its own money and waiting to be reimbursed by the Department afterwards);
- subject to further corrective action;
- denied selection for funding on future ED grant applications [EDGAR 75.217(d)(3)(ii)]; and/or
- debarred or suspended from receiving future Federal awards from any executive agency of the Federal government.

You are urged to read 2 CFR Part 200.305 to learn more about Federal requirements related to grant payments and to determine how to apply these requirements to any subgrantees. You are urged to make copies of this memorandum and share it with all affected individuals within your organization.

12/2014



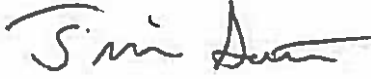
UNITED STATES DEPARTMENT OF EDUCATION

MEMORANDUM

ENCLOSURE 4

DATE: July 12, 2016

TO: Recipients of grants and cooperative agreements

FROM: Tim Soltis   
Delegated the Authority to perform the Duties and Functions of the Chief  
Financial Officer

SUBJECT: Department of Education Cash Management Policies for Grants and Cooperative  
Agreements

The purpose of this memorandum is to remind the Department of Education's (the Department's) grant and cooperative agreement recipients (grantees) of existing cash management requirements regarding payments. The Department expects that grantees will ensure that their subgrantees are also aware of these policies by providing relevant information to them.

There are three categories of payment requirements that apply to the draw of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,<sup>1</sup> as follows:

- (1) Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
- (2) Payments to States under programs that are not covered by a TSA; and
- (3) Payments to other non-Federal entities, including nonprofit organizations and local governments.

**CMIA Requirements Applicable to Programs included in a TSA**

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs) are included in a State's written TSA. See 31 CFR part 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR 205.15. If a

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<sup>1</sup> The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.



State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR 205.14.

### **CMIA Requirements Applicable to Programs Not Included in a TSA**

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR part 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR 205.35.

### **Fund transfer requirements for grantees other than State governments and subgrantees**

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR 200.305(b). These requirements are similar to those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrates the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability as established in" 2 CFR 200.305(b). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities other than States must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

- Grantees other than States and subgrantees must annually remit interest earned on federal advance payments except that the non-Federal entity may retain up to \$500 of interest earned on the account each year to pay for the costs of maintaining the account.
- Grantees other than States and subgrantees must remit interest earned on Federal advance payments to the Department of Health and Human Services, Payment Management

System (PMS), through either Automated Clearinghouse (ACH) network or Fedwire. Detailed information about electronic remittance of funds via ACH or Fedwire are specified in 2 CFR 200.305(b)(9)(i) and (ii). For non-Federal entities that do not have electronic remittance capability, checks must be made payable to HHS and addressed to:

U.S. Department of Health and Human Services  
Program Support Services  
P.O. Box 530231  
Atlanta, GA 3035-0231

The remittance should be accompanied by a letter stating that the remittance is for “interest earned on Federal funds” and should include the DUNS number of the non-Federal entity making the payment.

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR 200.331, pass-through entities must –

- Establish monitoring priorities based on the risks posed by each subgrantee, including risks associated with the drawdown of grant funds and remittance of interest to the Federal Government;
- Monitor the fiscal activity of subgrantees as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of ED grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the program officer, whose contact information is on Block 3 of your Grant Award Notification (GAN).

Thank you for your attention to this matter. If you have any questions, please contact Blanca Rodriguez at (202) 245-8153 or [blanca.rodriguez@ed.gov](mailto:blanca.rodriguez@ed.gov)

Attachment

**Recipients of ED Grants and Cooperative Agreements  
Frequently Asked Questions on  
Cash Management**

- Q What are the Federal Laws and Regulations Regarding Payments to the States?**  
**A** The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, <http://www.fms.treas.gov/fedreg/31cfr205final.pdf>.
- Q What is a Treasury-State Agreement (TSA)?**  
**A** A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.
- Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?**  
**A** Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, see the recently issued Memorandum from the Chief Financial Officer on Cash Management which is posted on the ed.gov "ED Memoranda to Grantees" page at: <http://www2.ed.gov/policy/fund/guid/gposbul/gposbul.html>
- Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?**  
**A** If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.
- Q What if there is no TSA?**  
**A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.

**Q Who is responsible for Cash Management?**

**A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.

**Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**

**A** Recipients must monitor their own cash drawdowns and those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.

**Q How soon may I draw down funds from the G5 grants management system?**

**A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:

**By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)**

**Q How may I use Federal funds?**

**A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.

**Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**

**A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.



- Q Who is responsible for determining the amount of interest owed to the Federal government?**
- A** As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305. Also, see the July 6, 2016, memorandum from the Department's Chief Financial Officer on Department of Education Cash Management Policies for Grants and Cooperative Agreements posted at <http://ww2.ed.gov/policy/fund/guid/gposbul.html>
- Q What information should accompany my interest payment?**
- A** Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another federal agency payment system. CFR 200.305(b)(9).
- Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?**
- A** The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.
- Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?**
- A** A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b)
- Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?**
- A** Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.



## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your unsigned contract to Denise Watson at least 3 weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Flones, Jon DeJong, Les Vandervort, or the School Board.

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
01/17/18	New	Tall Timbers	Pioneer 6th grade Outdoor Ed. Camp	\$7,245	5/23/18 to 5/25/18	<i>RC</i>	<i>W</i>	Decided at CO
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
				203-4400	No	<i>[Signature]</i> Initials Today's Date <i>7/18/18</i>	Yes	

**Agency Contact Information (who & where contract needs to be mailed)**

Agency Name: Tall Timbers  
 Attention: Contract Services  
 Street address or PO Box: 27875 White River Road  
 City, State, Zip Code: Leavenworth, WA 98826  
 Email Address: [dave@talltimber.org](mailto:dave@talltimber.org)  
 Phone Number: 509 763-3127

**Contract Details (Give a brief description of the contract):**

If this is a revision, what changed?

To provide an opportunity for 6th grade students to attend Outdoor ed. camp and education activities.

**Be sure to follow state bid requirements  
as outlined in RCW 28A.335.190**

Reviewed by Attorney

Requires Edits?

Signature

Rev 11/9/17



TALL TIMBER  
27875 White River Road  
Leavenworth, WA 98826  
(phone) 509.763.3127  
(web) talltimber.org

## Tall Timber Ranch Contract

### Group Information

1. Organization Name: Pioneer Middle School
2. Organization Address: 1620 Russell Street Wenatchee WA 98801
3. Organization Phone: 509-663-7171
4. Authorized Representative: Greg Simmons
5. Representatives Phone: 509-663-7171
6. Representatives Email: simmons.g@mail.wsd.wednet.edu

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### Booking Information

The authorized representative agrees to provide Tall Timber Ranch with a final headcount and any food allergies no less than 14 days prior to the scheduled event. Number changes communicated by written notice, email, voicemail, text, or verbal communication will not result in a lower minimum unless it adjusted and signed by both parties on this contract.

Dates of Stay: First Day: May 23, 2017 Last Day: May 25, 2017

Group Size: Minimum Count: 150 Maximum Count: 220

\*Please note that your group is responsible to pay for the minimum number of participants as indicated on this contract, regardless of how few participants arrive, or the total length of their stay. This includes paying for the scheduled amount of meals. Number increases above the minimum will be added toward the total bill at final invoicing.

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### Program Information

Included in your stay is unlimited access to any Audio & Video needs you have within the space of your lodging (the Napeequa room in the main lodge is reserved for groups staying in main camp cabins). Please notify Tall Timber Ranch of any Audio & Video needs at least 14 days prior to your stay so our staff can prepare your space.

**Lodging Information**

Tall Timber Ranch has three different lodging facilities available for reservation (Main Camp Cabins, Schulze Center, and Cedar House). This means other groups may be staying in facilities other than your reserved space. If a group would like to reserve the camp free from other groups, they must pay the exclusive use rates for the facilities they are keeping empty during their stay.

The lodging facilities selected for your stay are:

- Main Camp Cabins
  - Schulze Center
- 

**Food Services Information**

The authorized representative agrees to provide Tall Timber Ranch with any food allergies at least 14 days prior to your groups stay. In most cases of food allergies or special dietary needs, Joshua Tait, our Food Services Director, would like to speak personally with that person or parent. Please have individuals with food allergies call the kitchen directly to speak with Josh at 509-763-2275.

Your Stay will include the following meals:

- Wednesday: Dinner
- Thursday: Breakfast, Sack Lunch, Dinner
- Friday: Breakfast, Sack Lunch

Mealtimes:

- Breakfast: 7:00 AM
- Lunch: 10:50 PM
- Dinner: 6:00 PM

Assistance with setup and cleanup (including dishes) is part of our community experience that we ask from all groups for each meal. Groups that wish to opt out of this responsibility must pay an extra fee of \$1 per person each day of the groups stay.

- We are choosing to pay the additional fee to opt out of setup and cleanup

Included in your stay is unlimited hot drinks from our coffee and tea bar located in the main lodge, which remains open from morning until the evening.

\*Groups staying in any of the three locations at Tall Timber Ranch are served food in the main lodge. Please note that other groups staying at Tall Timber Ranch will be eating meals in the lodge at the same time as your group.

---

**Insurance Information**

Accident/Medical Insurance must be provided by the individual or Guest Group, and proof of coverage is required. Tall Timber Ranch provides secondary coverage only for registered guests. Tall Timber Ranch is responsible only for the services stated above. The authorized representative agrees, on behalf of the organization, to be responsible for all other aspects of their event (including supervision, leadership, games, additional activities, etc.) and will not hold Tall Timber Ranch liable for any injury resulting from these.

- Our group liability insurance company is: \_\_\_\_\_



- o The Policy Number is: \_\_\_\_\_
  - Our group accident insurance company is: \_\_\_\_\_
    - o The Policy Number is: \_\_\_\_\_
  - Our organization does not have liability insurance. We realize that this constitutes a risk and agree to accept full responsibility for this event and will not hold Tall Timber Ranch liable for any accident, illness, or injury. We understand that Tall Timber Ranch Ranch Ranch has the right to cancel our event after review of these terms with the Tall Timber Ranch insurance agent.
- 

**Cost Breakdown**

Tall Timber is now operating on a tiered pricing structure to allow schools with any financial constraints to partner with us in providing an outdoor educational experience for kids. This 3-tiered system is based on the amount of free and reduced meals your school provides to its students.

The Washington state average of free or reduced meals is 45% per school. Any school doing Outdoor Education through Tall Timber ranging from 0-54% will be considered tier 1 pricing (no discount). Schools ranging from 55-69% will be moved into tier 2 pricing (5% off the total cost of their stay and activities). Finally, any group at or above 70% will be given tier 3 pricing (10% off the total cost of their stay and activities). Information about school demographics is obtained from the *Office of Superintendent of Public Instruction Washington State Report Card*.

Based on the Washington State Report Card, Tier 2 will be given the following pricing:

- Tier 2

The following prices for a 24-hour stay include one night of lodging with breakfast, lunch, and dinner:

- **\$33** - Per Student for Lodging and Meals (Tier 2)

Recreation fees are based on the amount of 90 minute sessions scheduled by the school:

- **\$50** - Per 90 Minute Recreation Session (Tier 2)

**Financial Information**

1. Please review the attached preliminary invoice for a categorical breakdown of all cost.
  - a. The total anticipated cost is: \$7,245
2. Tall Timber Ranch reserves the right to renegotiate fees up to 90 days prior to the groups stay.
3. A Non-Refundable deposit of \$400 for reserving Main Camp, \$200 for reserving Schulze Center, and/or \$150 for reserving Cedar House is due 90 days prior to your stay.
  - a. The total deposit amount required is: \$600
  - b. Tall Timber already has a deposit on file in the amount of: \$0
  - c. The required amount needed to complete your deposit is: **\$600**
4. This deposit, and the signed contract, is required within 90 days of booking to hold a reservation.

5. The organization named above agrees to pay for the minimum attendance number stated above in the event they were to have a smaller number or cancel their reservation upon the signing of this contract.
6. The organization and the authorized representative agrees to be held responsible for the financial obligations of this agreement.
7. The organization agrees to pay for any damages or extra cleaning resulting from reckless or malicious conduct by any group member.
8. The balance of the total account will be paid to Tall Timber Ranch with one check by the final day of camp. Any other arrangements for payment will be made prior to the group's arrival. Failure to make payment as agreed will result in a penalty of 1.5% of the final bill per month.

---

**Other Information**

The authorized representative agrees on behalf of the organization to abide by the governing guidelines of Tall Timber Ranch as found in the Guest Group Handbook and takes responsibility for communicating them to the organization.

This agreement is not binding until signed by both parties.

***I have read and agree to the terms of this agreement, and I am authorized to act on behalf of the organization.***

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tall Timber Ranch Representative Signature

\_\_\_\_\_  
1-16-18  
Date

**MUTUAL HOLD HARMLESS  
AND INDEMNIFICATION AGREEMENT**

THIS MUTUAL HOLD HARMLESS AND INDEMNIFICATION AGREEMENT (“this Agreement”) is made effective on **01/23/18** by and between the Wenatchee School District No. 246 (“WSD”), of 235 Sunset Avenue, Wenatchee, Washington 98801, and Tall Timber Ranch of 27875 White River Rd., Leavenworth WA. WSD and the Tall Timber Ranch are sometimes individually referred to as “Party” and collectively referred to as “the Parties.”

**RECITALS:**

WHEREAS, the Tall Timber provides Pioneer Middle School 6th Grade Outdoor Ed Camp, which WSD desires to utilize for its students; and multiple activities such as rock climbing, zip line, nature walks, archery, and a variety of other energetic team building activities;

WHEREAS, the WSD and the Tall Timber desire to enter into this Agreement to provide for mutual hold harmless and indemnification obligations.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, WSD and Tall Timber hereby agree as follows:

**TERMS:**

1. Hold Harmless.

a. The Tall Timber shall fully defend, indemnify, and hold harmless WSD from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever, including, without limitation, all claims for monetary loss, property damages, equitable relief, personal injury, and/or wrongful death, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or Tall Timber arising out of, in any way whatsoever, the negligent acts or omissions, or willful misconduct, on the part of the Tall Timber its officers, employees, agents or volunteers related to the programs and activities it offers. This obligation applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys’ fees, and related costs or expenses, and any reimbursements to WSD for all legal fees, expenses, and costs incurred by it.

b. WSD shall fully defend, indemnify, and hold harmless the Tall Timber from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind whatsoever, including, without limitation, all claims for monetary loss, property

MUTUAL HOLD HARMLESS AND  
INDEMNIFICATION AGREEMENT

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damages, equitable relief, personal injury, and/or wrongful death, whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or Tall Timber, arising out of, in any way whatsoever, the negligent acts or omissions, or willful misconduct, on the part of WSD, its officers, employees, agents or volunteers related programs and activities carried out by the Tall Timber. This obligation applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to the Tall Timber for all legal fees, expenses, and costs incurred by it.

2. Required Documentation:

a. Reservation Forms: The Parties shall submit appropriate reservation forms in advance for use of the other's facilities specifying the intended use of the facility. The Parties shall reasonably attempt to obtain Release of Liability forms from their participants and legal guardians prior to utilizing each other's facilities when appropriate.

b. Annual Certificates of Insurance: Before the Chamber Singers Retreat, the Parties will provide to each other evidence of insurance in anticipation of the annual events to be booked by each party. Tall Timber certificate of insurance shall name Wenatchee School District, its directors, staff and volunteers as additional insured. WSD certificate of insurance shall name Tall Timber as additional insured.

3. Types of Programs/Activities Anticipated: Annually, the Parties shall consult with each other regarding the programs and activities that they anticipate each year for planning and coordination purposes.

4. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right, and authority to make this Agreement and bind each respective Party.

5. Amendment: Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

6. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual right by custom, estoppel, or otherwise.



7. Attorneys' Fees and Costs. If any legal action or other proceeding is brought in connection with this Agreement, each Party shall bear its own attorneys' fees and costs incurred therein.

8. Entire Agreement. This Agreement contains the entire agreement between the Parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the Parties to such matters.

9. Enforceability, Severability, and Reformation. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited. The intent of the Parties is to provide as broad an indemnification as possible under Washington law.

10. Applicable Law. This Agreement shall be governed exclusively by the laws of Washington, without regard to conflict of law provisions.

11. Exclusive Venue and Jurisdiction. Any lawsuit or legal proceeding arising out of or relating to this Agreement in any way whatsoever shall be exclusively brought and litigated in the federal and state courts of Washington.

12. Notices. Notices hereunder shall be in writing and may be mailed or delivered. If mailed, such notices shall be sent postage prepaid, certified mail, return receipt requested, and the date marked on the return receipt by the United States Postal Service shall be deemed to be the date on which the party received the notice. Notices shall be mailed or delivered as follows:

TO WSD: Superintendent  
Wenatchee School District #246  
P.O. Box 1767  
Wenatchee, WA 98801

TO Tall Timber Ranch  
\_\_\_\_\_  
Tall Timber  
27875 White River Rd.  
Leavenworth, WA 98826

IN WITNESS WHEREOF this Agreement was entered into on the day and year first above written.

MUTUAL HOLD HARMLESS AND  
INDEMNIFICATION AGREEMENT

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WENATCHEE SCHOOL DISTRICT

By \_\_\_\_\_  
BRIAN L. FLONES  
Superintendent

**Tall Timber Ranch**

By  \_\_\_\_\_  
Director - Tall Timber



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name of Additional Insured Person(s) or Organization(s)</b>
Wenatchee School District #246 its directors, staff, agents and volunteers P.O. Box 1767 Wenatchee, WA 98807  Re: use of facilities.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



# Schools Insurance Association of Washington

## CERTIFICATE OF COVERAGE

Issue Date: 08/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM OF COVERAGE (MOC) BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the MOC must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the MOC, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823 Phone 509-754-2027      Fax 509-754-3406	<b>COMPANIES AFFORDING COVERAGE</b>  <b>GENERAL LIABILITY</b> SIAW/Munich Re StarStone Specialty Insurance Company  <b>AUTOMOBILE LIABILITY</b> SIAW/Munich Re StarStone Specialty Insurance Company  <b>PROPERTY</b> SIAW/Munich Re, et al.  <b>CRIME / PUBLIC EMPLOYEE DISHONESTY</b> SIAW/Munich Re
<b>INSURED</b>  Wenatchee School District #246 235 Sunset Wenatchee, WA 98807	

**COVERAGES**

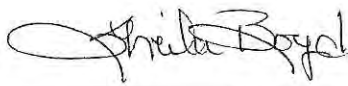
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MOC DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH MOC. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF COVERAGE	MOC NUMBER	MOC EFF DATE	MOC EXP DATE	DESCRIPTION	LIMITS
<b>GENERAL LIABILITY</b>					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM	SIAW171834050	09/01/2017	09/01/2018	GENERAL AGGREGATE PRODUCT-COMP/OP AGG PERSONAL & ADV. INJURY EACH OCCURRENCE ANNUAL PROGRAM AGGREGATE	\$31,000,000 \$31,000,000 \$25,000,000 \$25,000,000 \$150,000,000
(LIABILITY IS SUBJECT TO A 100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>AUTOMOBILE LIABILITY</b>					
ANY AUTO	SIAW171834050	09/01/2017	09/01/2018	COMBINED SINGLE LIMIT ANNUAL PROGRAM AGGREGATE	\$25,000,000 NONE
(LIABILITY IS SUBJECT TO A 100,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>PROPERTY</b>					
	SIAW171834050	09/01/2017	09/01/2018	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC (Except FZ A&V, which is \$1MM) ANNUAL PROGRAM AGGREGATE	\$150,000,000 EXCLUDED \$25,000,000 NONE
(PROPERTY IS SUBJECT TO A \$250,000 SIR PAYABLE FROM PROGRAM FUNDS)					
<b>CRIME/PUBLIC EMPLOYEE DISHONESTY</b>					
	SIAW171834050	09/01/2017	09/01/2018	PER LOSS	\$1,000,000
(CRIME SUBJECT TO A \$250,000 PROGRAM SIR)					

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS**

Regarding use of facility during policy period. Tall Timber Ranch is named as Additional Insured regarding this use only and is subject to coverage terms, conditions, and exclusions. Additional Insured endorsement is attached.

**CANCELLATION**  
 SHOULD ANY OF THE ABOVE DESCRIBED COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE PROVISIONS OF THE MOC.

<b>CERTIFICATE HOLDER</b>  Tall Timber Ranch 27875 White River Road Leavenworth, WA 98826	<b>AUTHORIZED REPRESENTATIVE</b>  
---	--

## ADDITIONAL INSURED ENDORSEMENT

THIS ENDORSEMENT MODIFIES COVERAGE PROVIDED UNDER THE  
FOLLOWING:

### GENERAL LIABILITY COVERAGE PART

#### How Coverage is Changed

It is agreed that the interest of any Additional Insured is recognized as their interests may appear, providing that the certificate of coverage that this is attached to has been issued and is on file with the **Company**.

The Limits of Coverage applicable to the Additional Insured are those specified in either the:

1. Written Contract or written agreement; or
2. Declarations for this memorandum, whichever is less.

These Limits of Coverage are inclusive and not in addition to the Limits of Coverage shown in the Declarations.

#### Additional Insured:

Tall Timber Ranch  
27875 White River Road  
Leavenworth, WA 98826

Regarding use of facility during policy period. Tall Timber Ranch is named as Additional Insured regarding this use only and is subject to coverage terms, conditions, and exclusions. Additional Insured endorsement is attached.

#### Other terms:

All other terms of your MOC remain the same.

3289444




## Contract Coversheet (Non-Federal)

### Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Flones, Jon DeJong, Les Vandervort, or the School Board.


Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
01/31/18	New	Woman's Resource Center of NCW	Homeless Student Stability Grant (WSD is fiscal agent) This agreement is a requirement by the Department of Commerce, which WSD has a similar agreement with for the same grant.	\$72,000	Aug 1, 2017 - June 30, 2018	<u>Karen Walters &amp; Bill Eagle</u>	 No	No yes ✓	
				Budget Code		I have read this contract and recommend it for board approval.			
				5824 24 7000 000		Initial <u>  KW  </u> Date <u>1-31-18</u>			

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name Woman's Resource Center of NCW  
 Attention: Laurel Turner, Executive Director  
 Street address or PO Box 202 S Palouse Street / PO Box 2051  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address wrclaurelturner@gmail.com  
 Phone Number 509-662-0121 x112

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

**Reviewed by Attorney**

Requires Edits? yes, changes made as recommended  
 Signature 

**Contract Details (Give a brief description of the contract):**

The Homeless Student Stability grant is a partnership opportunity for WSD and WRC. We jointly applied for the grant through the Department of Commerce, who awarded a grant to WRC with WSD as fiscal agent. The grant is to provide assistance to unaccompanied youth and families who are experiencing homelessness and need support in school and housing stability.

# interoffice

## MEMORANDUM

**to:** Wenatchee School District

**from:** Krystal N. Frost

**subject:** Re: WSD/WRC Subgrant Agreement

**date:** January 29, 2018

Your agency, Wenatchee School District ("WDS") asked our office to review a subgrant agreement ("Agreement") between WSD and Women's Resource Center of North Central Washington ("WRC"). The Agreement contains the following documents: 1) Face Sheet; 2) Special Terms and Conditions; 3) General Terms and Conditions; 4) Attachment A- Scope of Work; and 5) Attachment B- Budget.

This memorandum provides a list of items from the foregoing documents that should be reviewed and/or revised prior to signature by WSD.

### 1. General comments

- a. Subgrantee should replace all references to Grantee. This is done throughout most of the Agreement, however, I would suggest another review before it is signed. One example I found is on page 2, Section 2 of the Special Terms and Conditions.
- b. The Agreement should be for a subgrant rather than a grant. Thus, all references to grant should be changed to subgrant throughout all of the documents.

### 2. Face Sheet

- a. In section 4, Grantee representative should be replaced with WSD Representative. I believe this will help avoid confusion and the over use of the terms "Grantee/SubGrantee." Furthermore, WSD is not referred to as Grantee in the rest of the Agreement.
- b. Section 14 should be revised. I suggest something to the effect of: "WSD, as the fiscal agent, will provide WRC with a subgrant. The subgrant will provide resources to assist unaccompanied homeless students, and families that include homeless students, in gaining housing stability."
- c. Still under Section 14, the very last sentences incorporates several documents by reference. I believe that the Attachment B should be specifically identified and the Memorandum of



Understanding (“MOU”) previously executed between the parties should be incorporated as well.

### **3. Special Terms and Conditions**

- a. In Section 3, I would suggest adding more detailed information regarding compensation. For example, the MOU describes a \$1,500 cap (per family, per year) on reimbursement.
- b. In Section 4, I would against add more detail regarding eligible use of funds based on the MOU.
- c. In Section 7, the MOU should be added to the list of precedence, likely at the end.

### **4. General Terms and Conditions**

- a. In Section 1, Definition A should be revised to mean: the Representative identified on the Face Sheet.
- b. In Section 1, Definition G should be revised to use only the term “subcontractor” rather than both “subcontractor” and “subgrantee.” This will help alleviate confusion since one of the defined parties in the Agreement is SubGrantee. Furthermore, the applicable section, Section 32, has already been revised to use only the term “subcontractor.”
- c. In Section 19, some of the laws are in bold and some are not. I would suggest making this uniform.

### **5. Attachment A- Scope of Work**

- a. I would suggest revising the Scope of Work to include the duties for both WRC and WSD that are laid out in the MOU. I would also eliminate the portion that discusses intended program outcomes, as it is not relevant to the scope of work.



# Department of Commerce

## **SubGrant Agreement with**

Women's Resource Center of North Central Washington (WRC)

through

Wenatchee School District #246 (WSD)

## **Homeless Student Stability Program Grant (HSSP)**

**Start date:** August 1, 2017

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Attachment A, Scope of Work

Attachment B, Budget

Attachment C, MOU

**FACE SHEET**

**Washington State Department of Commerce  
Community Services and Housing Division  
Housing Assistance Unit  
Homeless Student Stability Program Grant (HSSP)**

<b>1. SubGrantee</b> Woman's Resource Center of North Central Washington 202 S Palouse Street Wenatchee, WA 98801		<b>2. SubGrantee Doing Business As (optional)</b>	
<b>3. SubGrantee Representative</b> Laurel Turner Executive Director (509) 662-8452 L.Turner@wrc-ncw.org		<b>4. WSD Representative</b> Bill Eagle WSD Director of State & Federal Programs (509) 662-9634 eagle.b@wenatcheeschools.org 235 Sunset Avenue Wenatchee, WA 98801	
<b>5. Grant Amount</b> \$72,000.00	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>7. Start Date</b> August 1, 2017	<b>8. End Date</b> June 30, 2018
<b>9. Federal Funds (as applicable)</b> N/A	<b>Federal Agency:</b> N/A	<b>CFDA Number</b> N/A	
<b>10. Tax ID #</b> 91-1109429	<b>11. SWV #</b> N/A	<b>12. UBI #</b> N/A	<b>13. DUNS #</b> N/A
<b>14. Grant Purpose</b> WSD, as fiscal agent, will provide WRC with a subgrant. The subgrant will provide resources to assist unaccompanied homeless students and families that include homeless students in gaining housing stability.			
WSD, defined as the Wenatchee School District #246, and the SubGrantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: SFY 2018 HSSP Application, HSSP Guidelines (as they may be revised from time to time), and Grant Terms and Conditions including Attachment "A" - Scope of Work, Attachment "B" - Budget, and Attachment "C" - MOU.			
<b>FOR SUBGRANTEE</b>		<b>FOR WENATCHEE SCHOOL DISTRICT #246</b>	
Signature  Laurel Turner, Executive Director Print Name and Title		Signature  Brian Flones, Superintendent Print Name and Title	
Date		Date	

**SPECIAL TERMS AND CONDITIONS  
GENERAL GRANT  
STATE FUNDS**

**1. GRANT 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 Grant.

The Representative for WSD and their grant information are identified on the Face Sheet of this Grant.

The Representative for the SubGrantee and their contact information are identified on the Face Sheet of this Grant.

**2. BILLING PROCEDURES AND PAYMENT**

WSD will pay SubGrantee upon acceptance of services provided and receipt of properly completed WSD invoices, which shall be submitted to the Representative for WSD not more often than monthly. Exceptions to the single billing per month (or quarterly) can be made by WSD on a case-by-case basis.

WSD may, in its sole discretion withhold payments claimed by the SubGrantee for services rendered if the SubGrantee fails to satisfactorily comply with any term or condition of this Grant.

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by WSD.

**Duplication of Billed Costs**

The SubGrantee shall not bill WSD for services performed under the Grant, and WSD shall not pay the SubGrantee, if the SubGrantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

**Disallowed Costs**

The SubGrantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

**3. COMPENSATION**

WSD shall pay an amount not to exceed the amount shown on the Grant Face Sheet for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. SubGrantee's compensation for services rendered shall be in accordance with Attachment B – Budget and Attachment C – MOU.

**4. ELIGIBLE USE OF FUNDS**

Funding awarded under this Grant may only be used for eligible activities and expenses described in the Attachment C – MOU and the CHG Program Guidelines. These Guidelines are incorporated by reference.

**5. INSURANCE**

The SubGrantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the SubGrantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. The insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The SubGrantee shall instruct the insurers to give WSD thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The SubGrantee shall submit to WSD within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section.

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During the term of the Grant, the SubGrantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The SubGrantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

**Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the SubGrantee is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.

**Automobile Liability.** In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the SubGrantee or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

**Local Government Grantees that Participate in a Self-Insurance Program**

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from WSD, the SubGrantee may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from WSD, the SubGrantee shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. SubGrantee's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The state of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

SubGrantee shall provide annually to WSD a summary of coverages and a letter of self-insurance, evidencing continued coverage under SubGrantee's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self-insurance will be provided on the anniversary of the start date of this Agreement.

**6. WASHINGTON STATE QUALITY AWARD**

Washington State RCW 43.185C.210 (5) (a). Beginning in 2011, each eligible organization receiving over five hundred thousand dollars during the previous calendar year from sources including: (a) State housing-related funding sources; (b) the affordable housing for all surcharge in RCW 36.22.178; (c) the home security fund surcharges in RCW 36.22.179 and 36.22.1791; and (d) any other surcharge imposed under chapter 36.22 or 43.185C RCW to fund homelessness programs or other housing programs, shall apply to the Washington State quality award program for an independent assessment of its quality management, accountability, and performance system, once every three years.

Cities and counties are exempt from these requirements until 2018 unless they are receiving more than \$3.5 million annually from the sources cited above. [See 43.185C.210 (5) (a) and RCW43.185C.240(1)(b).]

For more information about WSQA visit their website at [www.wsqa.net](http://www.wsqa.net).

**7. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations



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- Grant Face Sheet
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – MOU

**GENERAL TERMS AND CONDITIONS  
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**1. DEFINITIONS**

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Representative identified on the Face Sheet
- B. "WSD" shall mean the Wenatchee School District #246.
- C. "Grant" or "Agreement" means the entire written agreement between WSD and the SubGrantee, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "SubGrantee" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the SubGrantee.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the SubGrantee, who is performing all or part of those services under this Grant under a separate Grant with the SubGrantee. The terms "subcontractor" refers to any tier.
- H. "Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. It also excludes vendors that receive federal funds in exchange for goods and/or services in the course of normal trade or commerce.
- I. "Vendor" is an entity that agrees to provide the amount and kind of services requested by WSD; provides services under the grant only to those beneficiaries individually determined to be eligible by WSD and, provides services on a fee-for-service or per-unit basis with contractual penalties if the entity fails to meet program performance standards.

**2. ACCESS TO DATA**

In compliance with RCW 39.26.180, the SubGrantee shall provide access to data generated under this Grant to WSD, the Joint Legislative Audit and Review Committee, and the Office of the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the SubGrantee's reports, including computer models and the methodology for those models.

**3. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by WSD.

**4. ALL WRITINGS CONTAINED HEREIN**

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

**5. AMENDMENTS**

This Grant 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. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35**

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The SubGrantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

**7. ASSIGNMENT**

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the SubGrantee without prior written consent of WSD.

**8. ATTORNEYS' FEES**

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorney's fees and costs.

**9. AUDIT**

**A. General Requirements**

SubGrantee's are to procure audit services based on the following guidelines.

The SubGrantee shall maintain its records and accounts so as to facilitate audits and shall ensure that Subgrantees also maintain auditable records.

The SubGrantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees.

WSD reserves the right to recover from the SubGrantee all disallowed costs resulting from the audit.

Responses to any unresolved findings and disallowed or questioned costs shall be included with the audit report. The SubGrantee must respond to WSD requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

**B. State Funds Requirements**

In the event an audit is required, if the SubGrantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the SubGrantee.

The SubGrantee shall include the above audit requirements in any subgrants.

In any case, the SubGrantee's records must be available for review by WSD.

**C. Documentation Requirements**

The SubGrantee must send a copy of any audit report no later than nine (9) months after the end of the SubGrantee's fiscal year(s) by sending a scanned copy to [walters.k@wenatcheeschools.org](mailto:walters.k@wenatcheeschools.org) or a hard copy to:

Wenatchee School District #246  
ATTN: Karen Walters  
235 Sunset Ave  
Wenatchee, WA 98801

In addition to sending a copy of the audit, when applicable, the SubGrantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by WSD.
- Copy of the Management Letter and Management Decision Letter, where applicable.

If the Contractor is required to obtain a Single Audit consistent with Circular A-133 requirements, a copy must be provided to WSD; no other report is required.

**10. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION**

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- A. "Confidential Information" as used in this section includes:
1. All material provided to the SubGrantee by WSD that is designated as "confidential" by WSD;
  2. All material produced by the SubGrantee that is designated as "confidential" by WSD; and
  3. All personal information in the possession of the SubGrantee that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- B. The SubGrantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The SubGrantee shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of WSD or as may be required by law. The SubGrantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the SubGrantee shall provide WSD with its policies and procedures on confidentiality. WSD may require changes to such policies and procedures as they apply to this Grant whenever WSD reasonably determines that changes are necessary to prevent unauthorized disclosures. The SubGrantee shall make the changes within the time period specified by WSD. Upon request, the SubGrantee shall immediately return to WSD any Confidential Information that WSD reasonably determines has not been adequately protected by the SubGrantee against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The SubGrantee shall notify WSD within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

**11. CONFLICT OF INTEREST**

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the WSD may, in its sole discretion, by written notice to the SubGrantee terminate this contract if it is found after due notice and examination by WSD that there is a violation of the Ethics in Public Service Act, Chapters 42.52 RCW and 42.23 RCW; or any similar statute involving the SubGrantee in the procurement of, or performance under this contract.

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. The SubGrantee and their subcontractor(s) must identify any person employed in any capacity by the state of Washington that worked on the Homeless Student Stability Program including but not limited to formulating or drafting the legislation, participating in grant procurement planning and execution, awarding grants, and monitoring grants, during the 24 month period preceding the start date of this Grant. Identify the individual by name, the agency previously or currently employed by, job title or position held, and separation date. If it is determined by WSD that a conflict of interest exists, the SubGrantee may be disqualified from further consideration for the award of a Grant.

In the event this contract is terminated as provided above, WSD shall be entitled to pursue the same remedies against the SubGrantee as it could pursue in the event of a breach of the contract by the SubGrantee. The rights and remedies of WSD provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which WSD makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

**12. COPYRIGHT PROVISIONS**



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Unless otherwise provided, all Materials produced under this Grant shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by WSD. WSD shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the SubGrantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to WSD effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, 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.

For Materials that are delivered under the Grant, but that incorporate pre-existing materials not produced under the Grant, the SubGrantee hereby grants to WSD a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The SubGrantee warrants and represents that the SubGrantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to WSD.

The SubGrantee shall exert all reasonable effort to advise WSD, at the time of delivery of Materials furnished under this Grant, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Grant. The SubGrantee shall provide WSD with prompt written notice of each notice or claim of infringement received by the SubGrantee with respect to any Materials delivered under this Grant. WSD shall have the right to modify or remove any restrictive markings placed upon the Materials by the SubGrantee.

**13. DISPUTES**

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Superintendent of WSD, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the SubGrantee's name, address, and Contract number; and
- be mailed to the Superintendent and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Superintendent or the Superintendent's designee and the requestor within five (5) working days.

The Superintendent or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Superintendent or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

**14. DUPLICATE PAYMENT**

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WSD shall not pay the SubGrantee, if the SubGrantee has charged or will charge the State of Washington or any other party under any other Grant, subgrant/subcontract, or agreement, for the same services or expenses.

**15. GOVERNING LAW AND VENUE**

This Grant 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 Chelan County.

**16. INDEMNIFICATION**

To the fullest extent permitted by law, the SubGrantee shall indemnify, defend, and hold harmless the state of Washington, WSD, agencies of the state and all officials, agents and employees of the state, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim" as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney fees, attributable for bodily injury, sickness, disease, or death, or injury to or the destruction of tangible property including loss of use resulting therefrom.

The SubGrantee's obligation to indemnify, defend, and hold harmless includes any claim by SubGrantee's agents, employees, representatives, or any subgrantee/subcontractor or its employees.

The SubGrantee expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to SubGrantee's or any subgrantee's/subcontractor's performance or failure to perform the Grant. SubGrantee's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The SubGrantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees.

**17. INDEPENDENT CAPACITY OF THE CONTRACTOR**

The parties intend that an independent contractor relationship will be created by this Grant. The SubGrantee and its employees or agents performing under this Contract are not employees or agents of the state of Washington or WSD. The SubGrantee will not hold itself out as or claim to be an officer or employee of WSD or of the state of Washington by reason hereof, nor will the SubGrantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the SubGrantee.

**18. INDUSTRIAL INSURANCE COVERAGE**

The SubGrantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the SubGrantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, WSD may collect from the SubGrantee the full amount payable to the Industrial Insurance Accident Fund. WSD may deduct the amount owed by the SubGrantee to the accident fund from the amount payable to the SubGrantee by WSD under this Contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the SubGrantee.

**19. LAWS**

The SubGrantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

- A. Affirmative action, RCW 41.06.020 (1).
- B. Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.
- C. Disclosure-campaign finances-lobbying, Chapter 42.17 RCW.
- D. Discrimination-human rights commission, Chapter 49.60 RCW.

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- E. Ethics in public service, Chapter 42.52 RCW.
- F. Office of minority and women's business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
- G. Open public meetings act, Chapter 42.30 RCW.
- H. Public records act, Chapter 42.56 RCW.
- I. State budgeting, accounting, and reporting system, Chapter 43.88 RCW.

**20. LICENSING, ACCREDITATION AND REGISTRATION**

The SubGrantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

**21. LIMITATION OF AUTHORITY**

Only the Authorized Representative or Authorized Representative's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Authorized Representative.

**22. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS**

During the performance of this Grant, the SubGrantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the SubGrantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the SubGrantee may be declared ineligible for further Grants with WSD. The SubGrantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

**23. POLITICAL ACTIVITIES**

Political activity of SubGrantee employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 USC 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

**24. PUBLICITY**

The SubGrantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or WSD's name is mentioned, or language used from which the connection with the state of Washington's or WSD's name may reasonably be inferred or implied, without the prior written consent of WSD.

**25. RECAPTURE**

In the event that the SubGrantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, WSD reserves the right to recapture funds in an amount to compensate WSD for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the SubGrantee of funds under this recapture provision shall occur within the time period specified by WSD. In the alternative, WSD may recapture such funds from payments due under this Grant.

**26. RECORDS MAINTENANCE**

The SubGrantee shall maintain books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting

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procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant.

The SubGrantee shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Grant, shall be subject at all reasonable times to inspection, review or audit by WSD, personnel duly authorized by WSD, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**27. REGISTRATION WITH DEPARTMENT OF REVENUE**

If required by law, the SubGrantee shall complete registration with the Washington State Department of Revenue.

**28. RIGHT OF INSPECTION**

The SubGrantee shall provide right of access to its facilities to WSD, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Grant.

**29. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, WSD may terminate the Grant under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

**30. SEVERABILITY**

The provisions of this Grant are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Grant.

**31. SITE SECURITY**

While on WSD premises, SubGrantee, its agents, employees, or subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

**32. SUBGRANTING/SUBCONTRACTING**

The SubGrantee may only subcontract work contemplated under this Grant if it obtains the prior written approval of WSD.

If WSD approves subcontracting, the SubGrantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, WSD in writing may: (a) require the SubGrantee to amend its subcontracting procedures as they relate to this Grant; (b) prohibit the SubGrantee from subcontracting with a particular person or entity; or (c) require the SubGrantee to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Grant. The SubGrantee is responsible to WSD if the Subcontractor fails to comply with any applicable term or condition of this Grant. The SubGrantee shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Grant. In no event shall the existence of a subcontract operate to release or reduce the liability of the SubGrantee to WSD for any breach in the performance of the SubGrantee's duties.

Every subcontract shall include a term that WSD and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**33. SURVIVAL**



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The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

**34. TAXES**

All payments accrued on account of payroll taxes, unemployment contributions, the SubGrantee's income or gross receipts, any other taxes, insurance or expenses for the SubGrantee or its staff shall be the sole responsibility of the SubGrantee.

**35. TERMINATION FOR CAUSE**

In the event WSD determines the SubGrantee has failed to comply with the conditions of this Grant in a timely manner, WSD has the right to suspend or terminate this Grant. Before suspending or terminating the Grant, WSD shall notify the SubGrantee in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Grant may be terminated or suspended.

In the event of termination or suspension, the SubGrantee shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original Grant and the replacement or cover Grant and all administrative costs directly related to the replacement Grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.

WSD reserves the right to suspend all or part of the Grant, withhold further payments, or prohibit the SubGrantee from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the SubGrantee or a decision by WSD to terminate the Grant. A termination shall be deemed a "Termination for Convenience" if it is determined that the SubGrantee: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of WSD provided in this Grant are not exclusive and are, in addition to any other rights and remedies, provided by law.

**36. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Grant, WSD may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, WSD shall be liable only for payment required under the terms of this Grant for services rendered or goods delivered prior to the effective date of termination.

**37. TERMINATION PROCEDURES**

Upon termination of this Grant, WSD, in addition to any other rights provided in this Grant, may require the SubGrantee to deliver to WSD any property specifically produced or acquired for the performance of such part of this Grant as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

WSD shall pay to the SubGrantee the agreed upon price, if separately stated, for completed work and services accepted by WSD, and the amount agreed upon by the SubGrantee and WSD for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by WSD, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of WSD. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Grant. WSD may withhold from any amounts due the SubGrantee such sum as the Authorized Representative determines to be necessary to protect WSD against potential loss or liability.

The rights and remedies of WSD provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the SubGrantee shall:

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1. Stop work under the Grant on the date, and to the extent specified, in the notice;
2. Place no further orders or subgrants/subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Grant that is not terminated;
3. Assign to WSD, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the SubGrantee under the orders and subgrants/subcontracts so terminated, in which case WSD has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants/subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to WSD and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Grant had been completed, would have been required to be furnished to WSD;
6. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
7. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Grant, which is in the possession of the SubGrantee and in which WSD has or may acquire an interest.

**38. TREATMENT OF ASSETS**

Title to all property furnished by WSD shall remain in WSD. Title to all property furnished by the SubGrantee, for the cost of which the SubGrantee is entitled to be reimbursed as a direct item of cost under this Grant, shall pass to and vest in WSD upon delivery of such property by the SubGrantee. Title to other property, the cost of which is reimbursable to the SubGrantee under this Grant, shall pass to and vest in WSD upon (i) issuance for use of such property in the performance of this Grant, or (ii) commencement of use of such property in the performance of this Grant, or (iii) reimbursement of the cost thereof by WSD in whole or in part, whichever first occurs.

- A. Any property of WSD furnished to the SubGrantee shall, unless otherwise provided herein or approved by WSD, be used only for the performance of this Grant.
- B. The SubGrantee shall be responsible for any loss or damage to property of WSD that results from the negligence of the SubGrantee or which results from the failure on the part of the SubGrantee to maintain and administer that property in accordance with sound management practices.
- C. If any WSD property is lost, destroyed or damaged, the SubGrantee shall immediately notify WSD and shall take all reasonable steps to protect the property from further damage.
- D. The SubGrantee shall surrender to WSD all property of WSD prior to settlement upon completion, termination or cancellation of this Grant

All reference to the SubGrantee under this clause shall also include SubGrantee's employees, agents or Subgrantees/Subcontractors.

**39. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of WSD.

## **Attachment A**

### **Scope of Work**

The SubGrantee administers the program according to the MOU (Attachment C) to support both unaccompanied students and families that include homeless students, in finding housing resources.

The WSD sub grants with Women's Resource Center for the purpose of the HSSP. Trained homeless housing staff with Women's Resource Center will work with: Wenatchee School District.

Trained homeless housing staff will work in and with schools and the District Homeless Liaison to:

1. Support homeless students and families with diversion and referral to their locally administered coordinated entry system.
2. Support unaccompanied students by connecting them with runaway and homeless youth service providers. Available programs include HOPE/Crisis Residential Centers, Host Homes, and Overnight Youth Shelters.

**Attachment B**

**Budget**

<b>Chelan/Douglas County</b>	<b><i>Admin</i></b>	<b><i>Operations</i></b>	<b><i>Flexible Funding</i></b>
Wenatchee School District	0	0	0
Women's Resource Center	\$ 10,800	\$ 54,000	\$ 7,200
	\$	\$	\$
Subtotal	\$ 10,800	\$ 54,000	\$ 7,200
Total	\$ 72,000		



Memorandum of Understanding  
between  
Women's Resource Center of North Central  
Washington (WRC)  
and  
Wenatchee School District (WSD)

**1. Purpose**

The legislature for the State of Washington has found that schools are places of academic as well as personal enrichment and that schools provide safety, stability, support and relationships necessary to help students succeed. It further found that these resources are vitally necessary for students in Washington with no permanent home who often struggle in school because they are worried about where their families are staying night after night.

This Memorandum of Understanding ("MOU") is intended to formalize the commitment between WRC and WSD to cooperate in order to provide homeless services to WSD students through a school-based program. The program shall be called the "Homeless Housing Partnership" ("HHP"). The parties desire to enter into this MOU in order to seek funding sources to assist in the formation of the HHP while a more detailed agreement may be negotiated and prepared for the parties.

**2. Homeless Housing Partnership**

WRC and WSD shall cooperatively work together to form the HHP policies, procedures and a work plan, which shall include, but is not limited to:

- A. Identification of students in need of stable housing;
- B. Referrals to WRC of WSD students in need of stable housing;
- C. Assisting WSD students and their families to find and/or maintain stable housing; and
- D. Providing in-school guidance supports.

**3. WRC Duties**

WRC shall provide the following for the HHP:

- A. Office space and supplies;
- B. Direct service resources (public bus passes and/or tokens, laundry vouchers, etc.);
- C. Assistance to the Youth Family Resource Specialist;
- D. Training for Family Advocates; and
- E. Assistance in locating host families for unaccompanied youth, and providing funds to these host families for reasonable reimbursement for their services.

#### **4. WSD Duties**

WSD shall provide the following for the HHP:

- A. Staffing, to include a Program Assistant and a Youth Family Resource Specialist;
- B. Assistance from WSD's McKinney-Vento Liaison; and
- C. reimbursement to WRC for actual costs incurred by WRC for direct resource services and funds to host families, provided that WRC has provided WSD an itemized invoice for the actual costs. Provided further, WSD's reimbursement to WRC shall not exceed \$1,500 per family per school year, regardless of how many children of the family are enrolled as students in WSD.

In the event WSD does not obtain grant funding to assist in offsetting the costs for the Program Assistant and/or the Youth Family Resource Specialist then the WSD shall not be required to staff these positions.

For purposes of this section "family" means all the members of the household where the student was residing at the time that WRC provided the direct resource services or funds.

#### **5. Costs**

It is anticipated that WSD and WRC will cooperate to request grant funding from available resources to assist in offsetting any costs to WSD and/or WRC for the HHP. Unless otherwise stated in this MOU, WSD and WRC shall each bear their own costs, including attorney fees, related to the services provided by this MOU and the negotiation of the terms of the more detailed agreement referred to in Section 1, above.

#### **6. General Provisions**

- A. Employees of WSD are and shall remain employees of WSD. Employees of the WRC are and shall remain employees of WRC.
- B. Each party to this MOU will be responsible for the negligent acts or omissions of its own employees, officers, trainees, or agents in the performance of this MOU. No party will be considered an agent of the other and neither party assumes any responsibility to the other party for the consequences of any act of omission of any person, firm, or corporation not a party to this MOU.
- C. This MOU does not create or establish a joint venture or a partnership between WSD and WRC.
- D. This MOU shall be construed in accordance with the laws of the State of Washington.
- E. If any provision of this MOU or of any agreement, document, or writing, pursuant to or

in connection with this MOU, is held to be wholly or partially invalid or unenforceable under applicable law, that provision will be ineffective to that extent only, without in any way affecting the remaining parts or provisions of the MOU, agreement, document or writing.

- F. Neither a waiver by any of the parties hereto of a breach of or a default under any of the provisions of this MOU, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this MOU or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder.

### **7. Confidential Student Information**

WSD and WRC understand that all information maintained by WSD pertaining to a student's educational record is governed by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g, and RCW 28A.605.030. WRC agrees and understands that WSD will only provide educational records to WRC upon a signed release of information, which must be signed by a parent or the student, if the student is 18 years of age or older.

WRC also agrees and understands that any educational record received from the WSD is considered confidential student information protected by state and federal law, including FERPA. WRC further agrees that an educational record received from WSD will not be disclosed to any other person, agency, or entity without the prior written consent of WSD, the parent or the student unless required to make such a disclosure under an applicable law, subpoena or court order. The unauthorized or unlawful disclosure of an educational record is just cause for WSD to immediately terminate this MOU.

### **8. Termination**

Unless otherwise provided for in this MOU, WSD or WRC may terminate this MOU by providing the other party 30 calendar days written notice. This MOU shall automatically terminate when the parties enter into the agreement contemplated in Section 1, above.

### **9. Notice**

All notices and other communications required or permitted to be given under this MOU shall be in writing and shall be personally served or mailed, by certified mail, return-receipt requested, addressed to the respective parties as follows:

Executive Director  
Women's Resource Center of NCW  
202 S. Palouse St.  
Wenatchee, WA 98801

Superintendent  
Wenatchee School District No. 246  
235 Sunset Ave.  
Wenatchee WA, 98801







**Contract Coversheet (Non-Federal)**  
**Request Board Approval**



Please submit this form with your unsigned contract to Denise Watson at least 3 weeks before the scheduled School Board meeting. Upon attorney review and approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
01/29/2018	Renewal	School Data Solutions	The purpose of this Agreement is to provide an opportunity for the District to share state and/or district assessment records with the SDS Districts for the purpose of building a more complete student history.	\$0.00	02/01/2018 - 08/31/2018	Ron Brown	 No	No	
				Budget Code		I have read this contract and recommend it for board approval.  Initial: _____ Date: 1-29-18			
				n/a					

**Agency Contact Information (who & where contract needs to be mailed to for signing):**

Agency Name: School Data Solutions  
 Attention: JoJo Lindenfesler  
 Street address or PO Box: 703 W. 7th Avenue  
 City, State, Zip Code: Spokane, WA 99204  
 Email Address: jojo@schooldata.net  
 Phone Number: (509) 688-9536

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

**Contract Details (Give a brief description of the contract):**

The purpose of this Agreement is to provide an opportunity for the District to share state and/or district assessment records with the SDS Districts for the purpose of building a more complete student history. Under this Agreement, the District agrees to allow SDS to copy assessment records for state and local/district assessments for students from the District's database to the SDS Districts' databases. By signing this Agreement, the District will become part of the SDS Districts.

SDS shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work. The assessments included in this Agreement incorporate all required and alternative Washington State assessments, including those listed in Attachment A.

Reviewed by Attorney \_\_\_\_\_

Signature

Requires Edits? \_\_\_\_\_



# INTERLOCAL AGREEMENT

INTERLOCAL AGREEMENT  
BETWEEN  
WENATCHEE SCHOOL DISTRICT  
AND  
SCHOOL DATA SOLUTIONS  
AND  
ALL OTHER SIGNATURE DISTRICTS

This Agreement is made and entered into between Wenatchee School District (the "District"), School Data Solutions ("SDS"), and all other districts who adopt this Agreement (the "SDS Districts").

**1. PURPOSE:** The purpose of this Agreement is to provide an opportunity for the District to share state and/or district assessment records with the SDS Districts for the purpose of building a more complete student history. Under this Agreement, the District agrees to allow SDS to copy assessment records for state and local/district assessments for students from the District's database to the SDS Districts' databases. By signing this Agreement, the District will become part of the SDS Districts.

**2. STATEMENT OF WORK:** SDS shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in "Attachment A" attached hereto and incorporated herein.

**3. PERIOD OF PERFORMANCE:** The period of performance of this Agreement shall commence on \_\_\_\_\_ and be completed on the termination of the District's Homeroom for Educators contract, unless terminated sooner as provided herein.

**4. DISPUTES:** In the event that a dispute arises, either party may opt out of this Agreement.

**5. TERMINATION FOR CONVENIENCE:** Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered in accordance with the terms of this Agreement prior to the effective date of termination.

**6. 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.

**7. GOVERNANCE:** This contract 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.

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 state and federal statutes and rules;
- b) Statement of Work; and
- c) Any other provisions of this Agreement, including materials incorporated by reference.



**8. 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.

**9. RESPONSIBILITIES OF PARTIES:** Each party to 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 assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a part of this Agreement.

**10. AGREEMENT ALTERATIONS AND AMENDMENTS:** All Terms, Conditions, and Amendments of contracts between the District and SDS governing the Homeroom for Educators application are included herein by reference. 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

**11. 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.

**12. 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 writing signed by an authorized representative of the party and attached to the original Agreement.

**13. 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.

**14. CONFIDENTIALITY:** During the term of this Agreement, SDS will have access to confidential and sensitive information regarding the District's students. This information cannot be shared with persons outside the SDS Districts. Student information in schools is governed by the Family Educational Rights and Privacy Act (FERPA). This federal law prohibits information from a student's educational record from being released without prior written parent permission.

SDS agrees to only use confidential information for the purposes of this Agreement. SDS agrees to implement adequate procedures with its employees or other persons permitted or who have access to the confidential information to satisfy its obligations under this Agreement and FERPA.

**15. 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.

**16. CONTRACT MANAGEMENT:** The contract manager for each party shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement. Each party shall notify the other, in writing, when there is a new Contract Manager assigned to this Agreement.

The Contract Manager for the District is:

The Contract Manager for SDS is:

Name: Ron Brown, Director Instructional Technology

Name: JoJo Lindenfelser

Address: 1001 Circle Street  
Wenatchee, WA 98801

Address: 703 W. 7<sup>th</sup> Avenue  
Spokane, WA 99204

Phone: (509) 664-3865

Phone: (509) 688-9536

Email: brown.r@wenatcheeschools.org

Email: jojo@schooldata.net

**17. NOTIFICATION:** A completed and signed copy of this Agreement and all attachments must be submitted to SDS within 10 business days of its execution. If, at any time, this Agreement is cancelled or declared invalid by one or both Districts, the Contract Mangers will provide written notice of such to SDS within 10 business days.

**18. ACCEPTANCE:** Both parties acknowledge and accept the terms and conditions of this Agreement by signing below.

\_\_\_\_\_ **WENATCHEE SCHOOL DISTRICT**

**SCHOOL DATA SOLUTIONS**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Return all pages of this Agreement to School Data Solutions  
Email: [jojo@schooldata.net](mailto:jojo@schooldata.net)  
Fax: (509) 703-7724  
Mail: 703 W. 7<sup>th</sup> Avenue | Spokane, WA 99204



ATTACHMENT A  
STATEMENT OF WORK

**A. ASSESSMENTS TO BE INCLUDED IN TRANSFER**

Score imports are based on assessment test names (not labels). The most frequently used assessment test names will produce the greatest number of imported scores. We recommend the District use SDS supplied file assessment template structures (FATS) or our assessment score autoloader. If the District needs to alter an assessment name so that out-of-district scores will be imported, please contact [support@schooldata.net](mailto:support@schooldata.net) for assistance.

The assessments included in this Agreement incorporate all required and alternative Washington State assessments, including, but not limited to:

COE	EOC	HSPE
MSP	SBA	SGP
WA-AIM	WAAS - DAPE	WAAS - Portfolio
WaKids	WELPA	

Additionally, the following third-party vendor assessments, listed here by abbreviated families, are included:

AIMSWeb	AP	DIBELS
easyCBM CC	i-Ready	MAP
SAT	SMI/SRI	STAR

**B. SCHEDULE OF ACTIVITIES**


SDS will check nightly for new students enrolled in the District. When a new student is found, SDS will import all scores for the included assessments found in any other cooperative members' SDS District data. These scores will be marked as 'out-of-district' scores.

**C. COORDINATE COPYING OF DATA WITH SCHOOL DATA SOLUTIONS**

The District will provide SDS with this signed, completed agreement.

## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your **unsigned** contract to Les Vandervort for approval at least two weeks before the scheduled School Board meeting. Upon approval, Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval. **All contracts require school board approval.** The **only** authorized signatures on a contract are Brian Flones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?
01/31/18	NEW	Dr. Janet Gordon	LEADERSHIP	\$65/hr	1/15/18-8/31/18	<u>BRIAN FLONES</u>	 I have read this contract and recommend it for board approval.	YES
				Budget Code		 Initial		
				9700.11.7000.000		1-31-18 Date		

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name Dr. Janet Gordon  
 Attention: \_\_\_\_\_  
 Street address or PO Box 905 Coor Gulch Rd.  
 City, State, Zip Code Mason, WA 98831  
 Email Address \_\_\_\_\_  
 Phone Number 509-860-5273

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

**Contract Details (Give a brief description of the contract):**

Dr. Janet Gordon will provide program evaluation consultation and technical assistance that provides formative and summative information on the WHS schedule.

**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN**

Wenatchee School District  
235 Sunset Avenue  
Wenatchee, WA. 98801  
(509) 663-8161

AND

Dr. Janet Gordon  
905 Cooper Gulch Rd.  
Mason, WA. 98831  
(509) 860-5273

Wenatchee School District and Dr. Janet Gordon do mutually agree as follows:

**DUTIES OF THE CONSULTANT AND DURATION**

Consultant shall perform the following duties:

**A. The general objective of this contract shall be:**

Through a close working partnership with the Wenatchee School Board and the Wenatchee School District Administration, Dr. Janet Gordon will provide program evaluation consultation and technical assistance that provides formative and summative information. In order to accomplish the general objective of this agreement, Dr. Gordon will:

1. Meet with school leadership in-person as well as virtually as needed.
2. Develop research questions in support of intended study.
3. Collect pertinent data to support study questions including school related documents and interview/focus group data.
4. Perform analysis of institutional documents and qualitative narrative analysis linked to study questions.
5. Complete a final evaluation report with findings, results of analysis, conclusion and recommendations for internal review.
6. Facilitate review and reflection of evaluation report for leadership.

**B. The time schedule for completion of duties shall be as follows:**

Current contract period is 1/15/2018 to 8/31/2018 for \$65.00/hour. Travel will be reimbursed by Wenatchee School District.

Signature     *Dr. Janet Gordon*     Date     1/15/2018    

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Contract Coversheet (Non-Federal)  
Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

*The only authorized signatures on a contract are Brian Flones, Jon DeJong, Les Vandervort, or the School Board.*

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
02/05/18	New	Jostens Inc.	Yearbook agreement for 2019(2018-2019 school year)		2018/2019 schol year	<i>Travis Williams</i>	<i>Tw</i>	
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
				402-4550	no	<i>JFW</i> Initials 2/5/18 Today's Date	Yes	
								Decided at DO

**Agency Contact Information (who & where contract needs to be mailed)**

Agency Name Jostens Inc.  
 Attention: \_\_\_\_\_  
 Street address or PO Bc 3601 Minnesota Dr.  
 City, State, Zip Code Minneapolis MN 55435  
 Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**Be sure to follow state bid requirements as outlined in RCW**

**Contract Details (Give a brief description of the contract):**

If this is a revision, what changed?

This is an agreement to have our yearbook published with Jostens for next school year. The specs for the yearbook will be reviewed by the adviser and price will be agreed on at that time.

Reviewed by Attorney \_\_\_\_\_  
Signature

Requires Edits? \_\_\_\_\_



# Jostens<sup>®</sup> Yearbook Agreement

Jostens, Inc. | 3601 Minnesota Drive | Minneapolis, MN 55435 | 952-830-3300

<b>Customer Name</b>	WENATCHEE HIGH SCHOOL	<b>Contact Name</b>	
<b>Customer Address</b>	1101 MILLERDALE AVE, WENATCHEE, WA 98801	<b>Title</b>	Bookkeeper
<b>Customer Phone</b>	(509)663-8117	<b>Email &amp; Phone</b>	walters.t@wenatcheeschools.org

(Physical 911 Address and No P.O. Boxes)

The Customer has selected Jostens, Inc. to be their exclusive yearbook provider for the years identified below (the "Term"). The parties agree as follows:

- Jostens and the Customer will work together to establish all yearbook specifications (including things such as size, copies and pages), completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions shown on page 2.
- After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.
- The Term of this Agreement is for the following years: 2019 through 2019

Additional Notes/Specifications Agreed Upon:  
School may revise specs through January, 2019.

This Agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions shown on page 2.

X \_\_\_\_\_  
SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED NAME DATE

X \_\_\_\_\_  
SIGNATURE OF 2<sup>ND</sup> CUSTOMER AUTHORIZED REPRESENTATIVE (IF REQUIRED)

\_\_\_\_\_  
PRINTED NAME DATE

X JACLYN PAFFRATH  
SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

JACLYN PAFFRATH Feb 5, 2018  
PRINTED NAME DATE

REP # 1859 JOB # 43667



## Jostens Yearbook Agreement Printing Terms

Once this Agreement has been signed by Jostens, Inc. ("Jostens"), it becomes a binding contract between Jostens and the customer named on the front of this Agreement ("Customer"). Any changes to this Agreement must be approved in writing by both parties; provided, that Customer may change the specifications, which may result in changes to the price and/or delivery.

**SUBMISSION OF AND RESPONSIBILITY FOR MATERIALS:** Jostens will provide Customer with instructions and specifications for submitting information and materials (collectively, "Materials") to Jostens. Materials include, without limitation, content, titles, photographs, videos, designs, drawings, images, artwork, songs, lyrics, recordings, page layouts and other such materials. Customer agrees to submit all Materials in a timely manner and in accordance with Jostens' instructions and specifications. Late or non-conforming submissions may result in additional charges, missed or delayed deadlines, delayed shipments, and/or rejection of submitted Materials. Customer is responsible for all Materials furnished to Jostens for incorporation in the publication or other product provided by Jostens under this Agreement, regardless of form or medium (the "Publication"). Jostens reserves the right in its discretion to refuse to process, print, reproduce or duplicate Material submitted for incorporation in the Publication, including Material which may reasonably be believed to violate patent, trademark, copyright, license or other proprietary rights or be pornographic or offensive, provided Jostens assumes no duty to make such determination. Except to the extent expressly prohibited by applicable law, Customer agrees to indemnify and hold Jostens, its licensors, and its affiliates harmless from any and all damages of every kind and character (including reasonable attorneys' fees) arising out of claims, defenses, demands, actions or proceedings that may be asserted or brought against Jostens by parents, students or any third party (a) on the grounds that the Material, Publication, or the marketing of a Publication causes injury to persons or property, violates a trademark, copyright, license or other proprietary right or interest or that it contains material giving rise to an action for defamation, negligence, intentional infliction of emotional distress, or invades a person's right to privacy; or (b) related to or arising from a breach of Customer's obligations relating to Jostens Digital Tools below. Customer represents and warrants to Jostens that Customer has the unconditional and unfettered right to allow Jostens to print, reproduce and/or duplicate all of the Materials and to receive back any returned Materials, and Jostens is hereby authorized to reproduce for and on behalf of Customer and other third parties all of the Materials provided by Customer, in order to produce and/or market the Publication, and that all appropriate licenses or consents have been obtained where applicable. Customer further warrants that the Materials comply with all applicable state, local and federal laws, do not infringe on any trademark, service mark, copyright or any other proprietary right, or any license relating thereto, do not contain any libelous or otherwise actionable statement, and do not otherwise violate the rights of or cause damage or injury to any person.

Customer expressly agrees that Jostens, its sales representatives and service providers may use Materials provided by Customer to market the Publication to potential purchasers and to provide information on Jostens products and services to potential purchasers, except where Customer has indicated otherwise in writing or through a Jostens online interface. Jostens will not sell or rent student information to any third party. Please see Jostens' Privacy Policy at <http://www.jostens.com/privacy> for more information on Jostens' privacy practices.

Customer grants Jostens a perpetual, royalty-free, fully paid-up right and license to use, reprint, reproduce, digitize and duplicate Customer's cover design, yearbook pages, and Materials in any manner, form or media now known or later developed, such as in Jostens' marketing and promotional materials and websites, as samples, in Jostens software applications, and in collections of Jostens yearbooks and yearbook pages.

With respect to any artwork created in whole or in part by Jostens, Jostens retains its rights to such artwork, which may only be reproduced with the written consent of Jostens. Customer understands and agrees that all dies, including those for which a charge has been made, remain the sole property of Jostens. This provision shall survive the termination or expiration of this Agreement.

**ADDITIONAL SERVICES CHARGES:** Jostens will charge for Jostens artwork, corrective work or customer copy, customer alterations and non-standard composition, which may result in changes to the purchase price.

**JOSTENS DIGITAL TOOLS:** In consideration of payment of any required license fee, for the term of this Agreement Jostens grants Customer a limited, non-assignable license to use certain of its proprietary local, online, mobile and cloud-based yearbook development software tools, fonts and clip art, apps, websites and environments, including without limitation the Yearbook Avenue portal, YearTech® software, Yearbooker's Field Kit app, and related materials and updates (all such tools, apps, websites and environments made available to Customer, the "Jostens Digital Tools"), solely for the limited purpose of producing its Publication with Jostens and for no other purpose. Customer and its representatives will comply with any terms of use, license agreements, and other terms or policies applicable to Jostens Digital Tools. Customer acknowledges and agrees that the Jostens Digital Tools and all other materials supplied by Jostens are proprietary in nature and are owned or licensed by Jostens, and Customer agrees not to copy, duplicate, reverse engineer, or attempt to learn the source code of Jostens Digital Tools, or to rent, share, distribute or provide the Jostens Digital Tools to any third party. Customer is strictly prohibited from providing production materials in whole or in part, including but not limited to the Publication created under this Agreement, created with the

Jostens Digital Tools to a third party for printing, digitizing, reproduction or any other purpose. Upon termination or expiration of the relationship between Customer and Jostens, Customer will promptly return any Jostens Digital Tools to Jostens, and destroy and delete any copies of Jostens Digital Tools and any login credentials provided. Certain products of Adobe Corporation or other third parties may be required for use of the Jostens Digital Tools, and Customer acknowledges that Jostens is not obligated to provide training or other support for third-party products.

**ORDER PROCESSING:** If Customer elects to participate in an order processing and management program offered by Jostens (a "Program"), Customer acknowledges and agrees that Jostens or other third parties will act on behalf of Customer to bill students for yearbooks and related products and collect payment from them. Customer acknowledges it has been given materials explaining the Program and understands the Program, and the billing process under that program.

**DELIVERY:** Shipment will be made pursuant to the shipment method and vendor chosen by Jostens, in its sole discretion, and according to terms of the Deadline Schedule established between the parties, provided that Customer sends all materials conforming to specifications and on time according to the Schedule. Title to and risk of loss for all shipments is F.O.B. Jostens production plant. Due to the printing process, there may be a limited number of copies of the yearbook produced in excess of Customer's order. Jostens may ship the excess yearbooks to Customer, who may keep and pay for the overages or return them to Jostens for credit.

**FORCE MAJEURE; WARRANTY; LIMITATIONS:** Jostens shall not be liable for delays or losses caused by strikes, accidents, government restrictions, acts of God or other causes beyond its reasonable control, and such delays shall not constitute a breach of contract. Jostens will perform the work in a good and workmanlike manner. EXCEPT AS EXPRESSLY PROVIDED HEREIN, JOSTENS MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES AND DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. BECAUSE SOFTWARE, APPS AND SYSTEMS ARE INHERENTLY COMPLEX AND MAY NOT BE COMPLETELY FREE OF ERRORS, YOU ARE ADVISED TO VERIFY YOUR WORK. IN NO EVENT WILL JOSTENS BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, HOWEVER FORESEEABLE, ARISING OUT OF THIS AGREEMENT. THE WORK PERFORMED HEREUNDER, THE SERVICES PROVIDED OR THE PRODUCTS PRODUCED HEREUNDER, THE LIABILITY OF JOSTENS, IF ANY, FOR CLAIMS RELATING TO ANY DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT PRODUCED HEREUNDER SHALL BE LIMITED TO THE ACTUAL FEE PAYABLE TO JOSTENS FOR THE DEFICIENT OR DEFECTIVE SERVICE OR PRODUCT HEREUNDER. JOSTENS SHALL NOT BE LIABLE FOR TYPOGRAPHICAL ERRORS, MISSPELLINGS OR OTHER DEVIATIONS OR ERRORS.

**PAYMENT TERMS:** Customer agrees to pay a 40% deposit November 1<sup>st</sup> (December 1<sup>st</sup> for CY Customers) and an additional 40% deposit March 1<sup>st</sup> (April 1<sup>st</sup> for CY Customers) that will bring the total deposit up to 80% of the base price.

Customer will receive a final invoice when the Publication is completed. Final payment is due within thirty (30) calendar days after the final invoice is received. A service charge of 1.5% a month on the unpaid balance (18% annual percentage rate) or the maximum allowed by local law will be assessed for late payment. Should it be necessary for Jostens to institute collection procedures against Customer, Jostens shall be entitled to recover its reasonable attorneys' fees and costs from Customer.

All payments and checks must be made payable to and sent directly to Jostens, Inc., 21336 Networks Place, Chicago, IL 60673-1213.

**TAXES:** Applicable sales taxes will be charged unless evidence of tax exemption is furnished prior to invoicing. A number of states do not exempt schools from the requirement to collect sales tax on sales. It is Customer's responsibility to collect and remit sales tax on its distribution or resale of yearbooks based on sales tax regulations in its state, including the tax on any yearbook sales Customer directs Jostens to collect on-line (other than through the Program as described above or direct sales between Jostens and any third party in which Customer is not otherwise a party thereto). Where Jostens accepts orders on a school's behalf and collects applicable sales taxes on such orders, Jostens may, at Jostens' option, remit taxes collected on such orders directly to the taxing authority.

**MISCELLANEOUS:** The person signing this Agreement represents that he/she is fully authorized to execute this Agreement on behalf of Customer. Jostens may use its corporate affiliates as subcontractors to perform obligations under this Agreement. Customer understands that this is a binding Agreement between the parties hereto for the term specified in the Agreement, and represents that it has all necessary power and authority to execute this Agreement. This Agreement, including specifications agreed upon by the parties related to the products manufactured by Jostens under this Agreement (which shall automatically be incorporated by reference into this Agreement), represents the entire agreement between the parties. In the event that after the date hereof Customer submits purchase orders or other written instructions that contain any terms or conditions, those terms and conditions shall be of no force and effect. The parties are independent contractors; nothing herein contained shall in any way constitute a partnership between, or joint venture by, any of the parties hereto.





**Contract Coversheet (Non-Federal)**  
**Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

*The only authorized signatures on a contract are Brian Flores, Jon DeJong, Les Vandervort, or the School Board.*

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
02/05/18	New	Courtyard Marriot Bellevue	Conference room rental for DECA conference	\$400	3/1/18	Sierra Larkin		Decided at DO
				Budget Code or N/A	Does it renew automatically?	I have read this contract and recommend it for board approval.	Is a PO Required?	
				402-4425	no	 Initials 2/5/18	Yes	
						_____ Todays Date		

**Agency Contact Information (who & where contract needs to be mailed)**

Agency Name Courtyard by Marriot Bellevue  
 Attention: \_\_\_\_\_  
 Street address or PO Bc 11010 NE 8th St.  
 City, State, Zip Code Bellevue WA 98004  
 Email Address alejandro.sanchez@marriot.com  
 Phone Number 425-452-0569

**Be sure to follow state bid requirements as outlined in RCW**

**Contract Details (Give a brief description of the contract):**

If this is a revision, what changed?

Conference room rental for DECA conference preparation while at the conference.

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_





**COURTYARD<sup>®</sup>**  
**Marriott**

**GROUP SALES AGREEMENT**

Please send signed Agreement to [alejandro.sanchez@marriott.com](mailto:alejandro.sanchez@marriott.com) | Direct 425.452.0569

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between: Courtyard Seattle Bellevue/Downtown, 11010 NE 8th Street, Bellevue, WA, 98004, (425) 454-5888 and Wenatchee High School and outlines specific conditions and services to be provided.

**Customer**

Sierra Larkin  
DECA Advisor  
Wenatchee School  
1101 Millerdale Ave  
Wenatchee, WA 98801  
United States  
Phone: (509) 293-1366  
Email: [Larkin.sierra@wenatcheeschools.org](mailto:Larkin.sierra@wenatcheeschools.org)

**Property**

Alex Sanchez  
Event Manager  
Courtyard Bellevue Downtown  
11010 NE 8<sup>th</sup> Street  
Bellevue WA 98004  
United States  
Phone: 425-452-0569  
Email: [Alejandro.sanchez@marriott.com](mailto:Alejandro.sanchez@marriott.com)

NAME OF EVENT: Wenatchee School: DECA  
REFERENCE #: M-BASGDXQ  
OFFICIAL PROGRAM DATES: Thursday, March 1<sup>st</sup>, 2018

**PARKING:** The Courtyard Seattle Bellevue/Downtown offers complimentary day/evening vehicle parking on P3 based on a space available basis with a parking height restriction is 6'5". Current overnight parking rates over this program is \$18 per vehicle (subject to applicable state and local taxes).

**FUNCTION INFORMATION AGENDA/EVENT AGENDA:** Based on the requirements outlined by Customer, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	# People	Setup
03/01/2018	Thursday	7:00 PM	11:00 PM	Meeting	45	Rounds

Food and beverage minimum for all above function space is \$0.00 and Room Rental is \$400.00. Any amount not met in food and beverage charges will be charged as room rental. All meeting room, food and beverage, and related services are subject to applicable taxes (currently 10%) and taxable service charge (currently 22%) in effect on the date(s) of the event.

**FOOD AND BEVERAGE:** Due to licensing requirements and for quality control, all food and beverage served at the hotel must be supplied and prepared by the hotel. Menu prices will be confirmed on Banquet Event Orders (BEO). A service charge, currently 22% of the total meeting room, food, and beverage revenue (plus applicable taxes, will be added to all food and beverage charges. Included in as part of the service charge is a gratuity (currently 15.4%) of the food and beverage revenue) that is paid directly to food and beverage service staff. The remainder of the service charge is retained by Hotel to cover non-itemized cost of the event. No other fee or charge, including administrative fee, set up fees, labor fees, or bartender or food station fees, is a tip, gratuity, or service charge for employee.

**ASSIGNMENT OF FUNCTION SPACE:** Hotel will provide Customer with Function Space in accordance with the schedule of events, based on the contracted number of people attending the event. Hotel may make reasonable



substitutes to Function Space by notifying Customer.

**BANQUET EVENT ORDER:** Program details including estimate number of people, menu selection and room set are due to the hotel no later than twenty-one (21) days prior to the event. Hotel will provide Customer with Banquet Event Orders (“**BEOs**”) that specify and confirm the specific details and terms and conditions for each event including, final menu selections, pricing, room set up and décor to be signed no later than fourteen (14) days prior to event. Customer shall provide to Hotel five (5) business days prior to the event the final guarantee number. This number may not be decreased and will be considered Guaranteed Function. Same day changes require onsite signature and may incur an additional fee.

**NO ROOM TRANSFER BY GUEST:** Customer agrees that neither Group nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with group reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

**METHOD OF PAYMENT:** Customer has indicated that it has elected to use the following form of payment:

- Credit card (We accept all major credit cards)

Prior to execution of this agreement group shall provide hotel with credit card authorization information. A Credit Card Information request email will be sent to the email address provided by group.

Customer agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion of final guarantee and master bill total, seven (7) days prior to arrival with the full amount due at completion of group or event.

**BILLING:** Payment will be made as indicated below. *Please check applicable option.*

	Company/Organization Pays	Guest Pays
Meeting Charges (including taxes and service charges):	X	

**MINIMUM REVENUE:** This Agreement will generate revenue for Hotel from a variety of sources, including guest rooms, food & beverage, and charges for ancillary services. The minimum revenue anticipated by Hotel under this Agreement (excluding taxes and other charges) is:

Meeting Rental Charges:	<b>\$400.00</b>
Meeting Food and Beverage:	\$0.00
<b>Total Estimate Revenue:</b>	<b>\$400.00</b>

If Customer does not fulfill all of its commitments or cancels this Agreement, Customer agrees that Hotel will suffer damages that will be difficult to determine. The “Cancellation” provisions below provide for liquidated damages agreed upon by the parties as a reasonable estimate of Hotel’s losses and do not constitute a penalty of any kind.

**CANCELLATION:** If Customer cancels this Agreement, Customer will provide written notice to Hotel, within five (5) business days of any decision to Cancel, accompanied (except in the case of a Force Majeure) by payment of the amounts indicated below, tax applicable:

From 45 or less prior to arrival:	100% of Total Minimum Revenue
-----------------------------------	-------------------------------



The parties agree that the amounts included in this Cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale. Provided that Customer timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Customer relating to the Cancellation.

**IMPOSSIBILITY:** The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

**CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT:** Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Customer will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

**LITIGATION EXPENSES:** The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

**ACCEPTANCE**

When presented by the Hotel to the Customer this document is an invitation by the Hotel to Customer to make an offer. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Customer at any time prior to execution of this document, the outlined format and dates will be held by the Hotel on a first-option basis until **Wednesday, February 7<sup>th</sup>, 2018**. If Customer cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Customer and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

**SIGNATURES**

Approved and authorized by Customer or Organization.

Name: (Print) \_\_\_\_\_

Title: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved and authorized by Hotel:

Name: (Print) Alex Sanchez

Title: (Print) Event Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) **is eligible** to receive Rewarding Events Points or airline miles.

Member Name \_\_\_\_\_  
Marriott Rewards Program Member Number \_\_\_\_\_

\*If airline miles are desired instead of Rewarding Events Points, please **also** provide:

Frequent flier airline miles account number \_\_\_\_\_  
Airline Name \_\_\_\_\_

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) **declines or is not eligible** to receive Rewarding Events Points or airline miles and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at <http://www.marriott.com/rewards/terms/earning.mi> , and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.



**Contract Coversheet (Non-Federal)  
Request Board Approval**

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are Brian Flores, Jon DeJong, Les Vandervort, or the School Board.



Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
June 25, 26 2018	New	Solution Tree	Design in Five workshop for MS staff.	\$17,000 Budget Code 5501-31-7100-203	June 25, 2018 - June 26, 2018	(Put Your Name Here) <u>Rob Cline</u> I have read this contract and recommend it for board approval. Initial: <u>RC</u> Date: <u>1/12/18</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
									This is decided at the district office.

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name: Solution Tree  
 Attention: \_\_\_\_\_  
 Street address or PO Box: 555 N. Morton St.  
 City, State, Zip Code: Bloomington, IN 47404  
 Email Address: Cassandra.Barkley@solutiontree.com  
 Phone Number: 800-733-6786 ext. 254

**Contract Details** (Give a brief description of the contract):

If this is a revision, what has changed?

This is for 2 days of staff PD in a workshop called "Design in Five". This is for staff to learn the 5 step process for designing assessments.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**



Reviewed by Attorney \_\_\_\_\_  
Signature

Requires Edits? \_\_\_\_\_



**Solution Tree, Inc.  
Purchase Agreement**

Effective January 29, 2018, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Wenatchee Public Schools ("Customer") located at 235 Sunset Ave. Wenatchee, WA 98801 agree as follows:

- 1. Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$17,000.00
<b>Total</b>	<b>\$17,000.00</b>

- 2. Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the Onsite Professional Development amount will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	\$3,400.00	Upon execution of Agreement
Onsite Professional Development	\$13,600.00	June 25, 2018

- 3. Onsite Professional Development**

- 3.1. Description of Services:** Solution Tree agrees to provide a speaker, Nicole Vagle ("Associate"), to disseminate information for Customer on the topic of *Design in Five Standard 2-day Workshop* on June 25, 2018 to June 26, 2018.
- 3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.

4. **Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.

Title	Quantity	Price	Total
<i>Design in Five</i>	100	----	Included
Participant binders	100	----	Included
<b>Resources Total</b>			Included

5. **General Terms**

5.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. **Force Majeure:** If events beyond the parties' control make it impossible to perform under this Agreement, the party unable to perform will not have any liability to the other party for the prevented performance. All obligations unaffected by such an event will remain in place.

5.3. **Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will make a good faith effort to reschedule the Onsite Professional Development Services.

b. **Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.



**5.4. Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

\_\_\_\_\_  
Brian Flonas  
Superintendent  
Wenatchee Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ali Cummins  
Associate Director of Professional Development  
Solution Tree, Inc.

\_\_\_\_\_  
Date

Please email this Agreement to Cassandra Barkley at [Cassandra.Barkley@SolutionTree.com](mailto:Cassandra.Barkley@SolutionTree.com) or fax to 866.308.3135.



## CONTACT INFORMATION

Please provide the following information.

Who will be the contact person for the work?

Contact: Rob Cline  
Title: Principal  
Phone: 509-663-7171  
Email: cline.robert@wenatcheeschools.org  
Cell #: 509-679-2731  
Fax: 509-663-0453

Who will be the contact person for the work?

Contact: Lisa Johnson  
Title: Office Manager  
Phone: 509-663-7171  
Email: johnson.l@wenatcheeschools.org  
Fax: 509-663-0453

Shipping information (required for resource delivery)

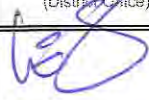
Shipping Contact: Katherine Metcalfe  
Shipping Address: 1001 Circle St.  
City, State, Zip: Wenatchee, WA 98801  
Phone: 509-663-1448  
Delivery Date: June 8, 2018  
Delivery Times: 9:00 AM - 3:00 PM  
Choose one:  Do you have a Delivery Dock?  
 Do you have double doors (for pallet)?  
 Do you require inside delivery?

## Contract Coversheet (Non-Federal) Request Board Approval

Please submit this form with your unsigned contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), the contract will be submitted to the Superintendent's office, where it will be included on the agenda for School Board approval.

All contracts require school board approval.

The only authorized signatures on a contract are *Brian Flones, Jon DeJong, Les Vandervort, or the School Board.*

Date	New / Renew / Revision	Agency	Purpose	Amount or \$0	Contract Start & End Date	Staff Person Responsible for Contract	Reviewed by? (District Office)	Attorney Review Required?
01/08/18	New	Eastern WA University	Cooperative Teaching Agreement	\$0	1/1/18-6/30/2021	<u>Lisa Turner</u>	 I have read this contract and recommend it for board approval. Initials <u>LT</u> Today's Date <u>1-8-18</u>	Decided at DO
				Budget Code or N/A	Does it renew automatically?	Is a PO Required?		
				NA	no			

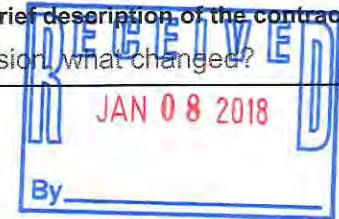
### Agency Contact Information (who & where contract needs to be mailed)

Agency Name Eastern WA University  
 Attention: Doug Vandenoorn  
 Street address or PO Box 218 Tawanka Hall  
 City, State, Zip Code Cheney, WA 99004-2456  
 Email Address dvandenboom@ewu.edu  
 Phone Number 509-359-6604

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

### Contract Details (Give a brief description of the contract):

If this is a revision, what changes?



Cooperative teaching agreement for the school of Psychology at Eastern WA University.

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_





## STUDENT AFFILIATION & PLACEMENT AGREEMENT

This Agreement is made and entered into by and between **Eastern Washington University ("EWU")**, located at 526 5<sup>th</sup> St, Cheney, WA 99004 and **Wenatchee School District ("Agency")**, located at 235 Sunset Ave. Wenatchee, WA 98801.

The purpose of this Agreement is to cooperate in field-based training educational experiences ("Program") for **Psychology** students of EWU. In consideration of the mutual benefits of such a Program, the parties to this Agreement agree that the Program shall be covered by and subject to the following conditions:

### A. MUTUAL RIGHTS AND RESPONSIBILITIES

1. The parties agree to cooperate in jointly planning the Program through EWU at the Agency and in jointly evaluating EWU students.
2. The parties agree to comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration and nondiscrimination, including the Americans with Disabilities Act. Neither party will discriminate, to the extent required by state and federal law, on the basis of race, religion, color, national origin, marital status, sex, sexual orientation, gender identity, age, genetic information, pregnancy, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability.
3. Visits by EWU staff to the Agency for the purposes of planning and evaluating the Program, discussing student performance, learning new skills, and arranging for additional educational experiences will be welcomed.
4. EWU and Agency will instruct their respective faculty, staff, and students participating in the Program, to maintain confidentiality of student and patient information as required by law, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and by the respective policies and procedures of EWU and Agency.
5. EWU, at its discretion, will refer students to participate in the Program at Agency. Before agreeing to take students, the Agency may ask for certain documentation regarding the students, such as immunization records or criminal background checks. EWU will inform students that they must provide the information requested by the Agency if they wish to participate in the Program at the Agency. Agency may refuse to allow students to participate at its location(s) for any lawful reason. Additional information about EWU's responsibilities is contained in section B.
6. The students and the Agency staff shall conduct themselves in accordance with the professional organizational standards of conduct applicable to their discipline.
7. Before publishing any material based on a student's experience at Agency under this Agreement, EWU students and staff must obtain prior written approval from the Agency and EWU.
8. There will be no payment of charges or fees between EWU and Agency.

### B. EWU RESPONSIBILITIES

1. Assure continuing compliance with the educational standards established by the professional accrediting association. EWU will be responsible for instruction and administration of the students' academic education program.
2. Plan and administer the Program, while encouraging Agency staff participation. EWU will provide information to Agency concerning its curriculum and the professional and academic credentials of its faculty for the students at the Agency.



3. Designate an appropriately qualified and credentialed faculty field instructor ("FFI") to coordinate and act as the liaison with Agency.
4. Refer for participation in the Program only those students who have successfully completed all prerequisite academic requirements for the Program.
5. Provide the Agency with the names of students and information regarding the students' level of preparation and prior experience as well as materials for the evaluation of the students prior to the arrival of students. EWU is responsible for supplying any additional information required by Agency as set forth in this Agreement, prior to the arrival of students. EWU will notify Agency in writing of any change in a student's status.
6. Determine the students' final grade for the educational experience.
7. If required by the Agency, EWU will instruct students to provide Agency evidence of current immunizations relevant to the Program and prior to participating in the Program.
8. If required by Agency, EWU will instruct students to provide Agency evidence of completion of a CPR course based on American Heart Association or American Red Cross guidelines and related to the age group(s) with whom they will be working.
9. If required by the Agency, EWU will ask each student who may be placed at Agency to obtain his/her criminal history background record from the Washington State Patrol, pursuant to RCW 43.43.834 and RCW 43.43.838, to release a copy of that record to EWU, and to authorize EWU to transmit that record or copy thereof to Agency. Before participating in the Program at the Agency, EWU will provide Agency with the names of any students who have failed to provide the requested records, or who refuse to authorize the release of records to Agency. The students will be informed that, whether or not they agree to obtain the record and agree to release it to EWU and Agency, Agency may conduct the background inquiry directly and the Agency may refuse placement of a student who does not provide the requested records or who has a record of prior criminal conduct. Agency understands and agrees that any information forwarded to it by EWU has been procured through this process. EWU does not certify the veracity of the records provided and, furthermore, the obligation to conduct appropriate background checks and the liability for non-compliance therewith remains the responsibility of Agency.
10. Comply with and ensure, to the extent possible, that students comply with the policies and procedures established by Agency. EWU will notify each student of his/her status and responsibilities pursuant to this Agreement. This includes notification to students of the need to procure the insurance coverage required by the Agency as identified below prior to being admitted to the Agency.
11. Encourage each student participating in the Program to acquire comprehensive health and accident insurance that will provide continuous coverage of such student during his or her participation in the Program. EWU will inform students that they are responsible for their own health needs, health care costs, and health insurance coverage.

### **C. AGENCY RESPONSIBILITIES**

1. Designate an agency field instructor ("AFI") to act as liaison with EWU and to provide the students and EWU with feedback on the students' performance. Agency will submit in writing to EWU the professional and academic credentials for the AFI. Agency will notify EWU in writing of any change or proposed change in the AFI. If applicable, the AFI personnel shall have a minimum of two years of professional experience in the role of AGENCY counselor as described in the Washington State Laws Relating to Counseling. School psychology supervisors shall have a minimum of three years' experience as a certified school psychologist.
2. 18.19 RCW, WAC 246-810-534 (11/99). For counselor educator students, the AGENCY will provide a student case load appropriate to the Counseling Trainee's level and ability and of adequate size and variety to help expedite the educational experience.



3. In accordance with the applicable and relevant accreditation standards, Agency shall provide students with a desirable field experience. Provide a patient/client caseload appropriate to the students' level and ability and of adequate size and variety to ensure the educational experience.
4. If applicable, provide the students with instruction and practical experience on new equipment and techniques as required. Agency will make available to students basic supplies and equipment, including an Agency vehicle or student vehicle mileage reimbursement, necessary for care of patients/clients and the Program. Within the limitation of facilities, Agency will make available office and conference space for students and, if applicable, the FFI.
5. Submit required reports on each student's performance and evaluate the students in accordance with EWU policies.
6. Retain full and sole responsibility for the care rendered to Agency clients, and maintain the quality of patient care without relying on the students for staffing purposes.
7. Provide an orientation for the student covering the rules, regulations, procedures, facilities, and equipment of the Agency.
8. Maintain an environment free from recognized hazards and ensure a healthy and safe environment for all students and members of its community.
9. Notify EWU as soon as possible of any problems arising with the students or the Program. Agency will have the right to take immediate interim action to correct a situation where a student's actions endanger Agency client care. As soon as possible thereafter, the AFI will notify EWU of the action taken. Agency will cooperate in providing information about the student's actions to EWU. All final resolutions of the student's academic status in such situations will be made solely by EWU after reviewing the matter and considering whatever written factual information Agency provides to EWU; however, Agency reserves the right to terminate the use of its facilities by a particular student where necessary to maintain its operation free of disruption and to ensure quality of Agency client care.
10. On any day when a student is participating in the Program at its facilities, Agency will provide to such student necessary emergency health care or first aid for accidents occurring in its facilities. At the student's expense and request, Agency will provide follow-up care, testing and counseling, including HIV testing, and counseling associated with that testing, in the absence of any similar service being immediately available from student's health care providers. Students will be financially responsible for the cost of any and all health care or first aid that becomes necessary while students are on-site. Except as provided in this Agreement, Agency will have no obligation to furnish medical or surgical care to any student.

#### **D. STUDENTS' STATUS AND RESPONSIBILITIES**

1. Students referred to the Agency are and will remain students of EWU. Students will have the status of learners and will not replace Agency personnel. Any service rendered by students is incidental to the educational purpose of the Program. Students will represent themselves as participants in field-based education experience until they are fully certified to work in their role. Emergency certification does not negate the requirement for field experience participants to represent themselves as students.
2. Subject to section E.2, Students will not be entitled to any monetary or other remuneration for services performed by them at Agency, nor will Agency otherwise have any monetary obligation to EWU or its students, by virtue of this Agreement.

#### **E. LIABILITY COVERAGE PROVISIONS**

1. Agency shall indemnify, defend and hold harmless EWU and all officials, agents and employees of EWU, from and against all claims arising out of or resulting from the performance of this Agreement. Agency's obligation to indemnify, defend, and hold harmless EWU shall not be eliminated or reduced by any actual or alleged concurrent negligence of EWU or its agents, agencies, employees, and



officials. Agency waives its immunity under Title 51 RCW to the extent that it is required to indemnify, defend, and hold harmless EWU and its agencies, officials, agents or employees.

2. EWU and its officers, employees, and agents, while acting in good faith within the scope of their official EWU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (Chapter 4.92 RCW), and successful claims against EWU and its employees, officers, and agents in the performance of their official EWU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
  3. Agency shall maintain general liability and professional liability insurance with minimum limits of \$1,000,000 each claim and \$2,000,000 in the aggregate to cover its employees, officers, and agents in the performance of this Agreement, and further provide the means for defense and payment of claims that may arise against such individuals. Agency shall provide proof of such insurance to EWU upon execution of this Agreement. Failure of Agency to provide evidence of such coverage or failure of EWU to request such coverage does not constitute a waiver the Agency insurance requirements.
  4. As required by the Agency for participation in the Program, students will be required to have professional liability coverage with minimum limits of \$1,000,000 each claim and \$3,000,000 in the aggregate. Certificates of such coverage will be provided to the Agency upon request.
- F. **TERM.** This Agreement shall commence on the date of the last signature and continue thereafter from year to year. The Agreement shall be reviewed no later than three (3) years from its effective date, or earlier at the request of either party.
- G. **TERMINATION.** This Agreement may be canceled by giving the other party at least ninety (90) days advance, written notice of its intention to terminate. In the event of termination, it shall not become effective for students already enrolled and participating in the Program until they have completed their current rotation.
- H. **NOTICE.** The following persons shall be the point of contact for all notices and communications regarding the performance of this Agreement. All notices, demands, requests, or other communications required to be given or sent by EWU or Agency will be in writing and transmitted by email, facsimile, mailed by first-class mail, postage prepaid or by hand delivery to:

Agency	EWU
Lisa Turner, Executive Director, Human Resources Wenatchee School District 235 Sunset Ave. Wenatchee, WA 98801	Procurement & Contracts Eastern Washington University 218 Tawanka Hall Cheney, WA 99004-2456
Email: <a href="mailto:turner.l@wenatcheeschools.org">turner.l@wenatcheeschools.org</a> Phone: (509) 663-8161 Fax: (509) 663-3082	Email: <a href="mailto:contracts@ewu.edu">contracts@ewu.edu</a> Phone: (509) 359-2253 Fax: (509) 359-7984

Each party may designate a change of address by notice in writing. All notices, demands, requests, or communications that are mailed will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid.

- I. **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.
- J. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement.
- K. **GOVERNING LAW AND VENUE.** The parties' rights and obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by, the laws of the State of Washington. The venue of any action hereunder shall be the Superior Court of Spokane County, Washington.



- L. **SURVIVAL.** EWU and Agency expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.
- M. **ORDER OF PRECEDENCE.** Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:
  - i. This Agreement;
  - ii. Attachments to this Agreement in reverse chronological order.
- N. **SEVERABILITY.** If any provision of this Agreement, or any other agreement, document or writing pursuant to or in connection with this Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.
- O. **WAIVER.** Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed as a modification of the terms of this Agreement unless stated to be such in writing and signed by an authorized representative of the party.
- P. **INSPECTION.** Agency will permit, on reasonable notice and request, the inspection of related facilities by agencies charged with responsibility for accreditation of EWU or an EWU program.
- Q. **HIPAA.** EWU voluntarily provides students with training on the requirements of HIPAA. Agency will provide additional training on Agency-specific HIPAA policies and procedures. EWU will direct its students and faculty to comply with the policies and procedures of Agency. No protected healthcare information (PHI) is anticipated to be exchanged between Agency and EWU. Solely for the purpose of defining students' role in relation to the use and disclosure of Agency PHI, students acting pursuant to this Agreement are defined as members of Agency's workforce. However, EWU's students and faculty shall not be considered to be employees of Agency.
- R. **ELECTRONIC SIGNATURES.** A manually signed copy of this Agreement, Terms and Conditions or any amendments or other transaction documents delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy.
- S. **APPROVAL.** This Agreement shall be subject to the written approval of EWU's authorized representative and shall not be binding until so approved.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the persons signing below, who warrant they have the authority to execute this Agreement.

Wenatchee School District

Signature \_\_\_\_\_ Date 4/23/18

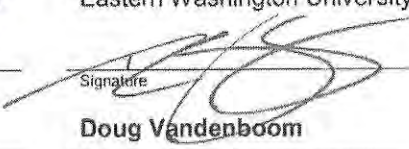
Brian Flones

Name \_\_\_\_\_

Superintendent

Title \_\_\_\_\_

Eastern Washington University

Signature  Date 1/8/2017

Doug Vandenoorn

Name \_\_\_\_\_

Director, Procurement & Contracts

Title \_\_\_\_\_



# OVERNIGHT / OUT OF STATE FIELD TRIP REQUESTS

# Out of District/Overnight & Out of State Field Trip Requests for Board Approval February 13, 2018

Requesting Location	Trip Number	Dates	Destination	Teacher/Advisor Name	Group Making Trip/Chaperones	Educational Objective	# of Adults	# of Students	Estimated Cost	Funding Source
WHS CTE	3996	04/04/2018 11:30:00 AM - 04/07/2018 03:30:00 PM	Maydenbauer Center - Bellevue WA	Meg Lovercamp	WHS FBLA - WA state competition	Students engaged in competitive events related to business. For example, Job Interview, Marketing, Global Business, Digital Video Production, Social Media Campaign, etc. Students will also be practicing their leadership and public speaking skills.	2	18	\$ 2,217.23	CTE - WHS
WHS CTE	3789	04/22/2018 08:00:00 AM - 04/23/2018 08:00:00 PM	Stanwood Fairgrounds	Matt Kline	Wenatchee FFA members competing in the State Environmental Natural Resources Competition	Students will compete in the Washington State FFA Environmental Natural Resources Competition, evaluating water quality, soil quality, air quality, wildlife principles, and all these together as ecosystems. Students will also expand their knowledge of the biomes of the western side of the State of Washington.	2	10	\$ 2,007.03	CTE - WHS
WHS - MOSAIC/MIGRANT	3764	03/16/2018 04:00:00 PM - 03/18/2018 03:00:00 PM	Lincoln Street Elementary School 1825 SW Broadway, Portland, OR 97201, USA	Ramon Rivera	Mariachi Huenachi attending the Portland State University Mariachi Festival	Attend Mariachi Festival for performance, coaching and the opportunity to see other Mariachi bands perform.	4	31	\$ 2,014.53	MOSAIC - CWU
WHS ASB	3884	05/18/2018 08:00:00 AM - 05/20/2018 02:00:00 PM	3073 NW Bucklin Hill Rd, Silverdale, WA 98383, USA	Jim Kovach	GA Band which includes : band, percussion, color guard	Perform on Capitol Steps, march and compete in parades in Bremerton and Port Townsend. Celebrate end of year at Great Wolf Lodge.	10	96	\$ 4,178.43	ASB WHS - Band
WHS ASB	3902	02/26/2018 10:30:00 AM - 02/27/2018 04:30:00 PM	Grandview High School - Grandview WA	Ramon Rivera	Mariachi Huenachi	Performance in Grandview and workshop from professional mariachi musicians.	4	31	\$ 1,065.72	ASB WHS - Mariachi





# WENATCHEE LEARNS

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# STRATEGIES

- *Strategy One - Personalized Learning*
- *Strategy Two – Tapping into the Power of the Community*
- *Strategy Three – Use Best Tools & Resources to Advance Learning*
- *Strategy Four – Balance Change for All with Excellence for All*



# FACILITY PROJECTS

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# UPDATES



# FACILITY

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# PROJECTS UPDATES

## ITEM # 1



LINCOLN ELEMENTARY SCHOOL  
MODERNIZATION AND ADDITION  
CHANGE ORDER NO. 14

February 13, 2018

SITUATION

Change Order No. 14 is attached for your review. The change order includes three (3) additive changes and two (2) deductive changes to the construction contract for the Lincoln Elementary School Modernization and Addition project. The three (3) additive are owner requests; one (1) of the deductive change is field modifications that cost less than anticipated; one (1) deductive change is crediting back the balance of the unused General Contractor/Construction Manager (GC/CM) construction contingency.

The total for change order percentages is 9.17% of the construction contract amount of which 4.51% is for owner selected alternates; 0.29% is for owner requested changes during construction; 0.21% is for agency requirements; 3.03% is for unforeseen soil conditions; 0.91% is for construction coordination.

<u>Original Construction Contract Amount</u>	\$19,445,406.00
<u>Current Change Order</u>	
Change Order No 14	\$13,405.00
<u>Total Change Orders</u>	
Change Order 1 thru 14	\$1,769,608.00
<u>Contract Amount including this Change Order</u>	\$21,215,014.00

RECOMMENDATION

The Board of Directors approves Change Order No. 14 to Lydig Construction, Inc. for the Lincoln Elementary School Modernization and Addition Project in the amount of \$13,405.00 increasing the contract amount to \$21,215,014.00.



# AIA Document G701™ – 2001

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> Abraham Lincoln Elementary School Addition and Modernization 1224 Methow Street Wenatchee, Washington 98801	<b>CHANGE ORDER NUMBER:</b> 014 <b>DATE:</b> January 30, 2018	<b>OWNER:</b> <input checked="" type="checkbox"/> <b>ARCHITECT:</b> <input checked="" type="checkbox"/> <b>CONTRACTOR:</b> <input checked="" type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>PROJECT MANAGER:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Lydig Construction 11001 East Montgomery Drive Spokane Valley, Washington 92206	<b>ARCHITECT'S PROJECT NUMBER:</b> 1408 <b>CONTRACT DATE:</b> June 04, 2015 <b>CONTRACT FOR:</b>	

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

CCD	PCO	DESCRIPTION	COST
221	301	Stage Rigging and Curtain	\$25,937.00
208	308	Vertical Panel Partition Credit	\$(18,432.00)
TBD	309	Lower Cleanouts to Grade	\$4,192.00
TBD	310	Top Soil/Regrade at Back Trench Swale	\$3,729.00
TBD	311	Contingency Reconciliation	\$(2,021.00)
<b>Total:</b>			<b>\$13,405.00</b>

The original Contract Sum was	\$ 19,445,406.00
The net change by previously authorized Change Orders	\$ 1,756,203.00
The Contract Sum prior to this Change Order was	\$ 21,201,609.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 13,405.00
The new Contract Sum including this Change Order will be	\$ 21,215,014.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is October 31, 2016

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>Forte Architects, Inc.</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Lydig Construction</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Wenatchee School District No. 246</u> <b>OWNER</b> <i>(Firm name)</i>
<u>240 North Wenatchee Avenue</u> <u>Wenatchee, Washington 98801</u> <b>ADDRESS</b>	<u>11001 East Montgomery Drive</u> <u>Spokane Valley, Washington 92206</u> <b>ADDRESS</b>	<u>235 Sunset Avenue</u> <u>Wenatchee, Washington 98801</u> <b>ADDRESS</b>
<u></u> <b>BY</b> <i>(Signature)</i>	<u></u> <b>BY</b> <i>(Signature)</i>	<u></u> <b>BY</b> <i>(Signature)</i>
<u>Mr. Tom Bassett</u> <i>(Typed name)</i>	<u>Mr. Brian Singer</u> <i>(Typed name)</i>	<u></u> <i>(Typed name)</i>
<u>1/30/2018</u> <b>DATE</b>	<u>1/31/18</u> <b>DATE</b>	<u></u> <b>DATE</b>

February 5, 2018

**Re: Abraham Lincoln Elementary School Addition and Modernization Change Order No. 014**  
Wenatchee School District

Below is a brief description of each of the construction change directives (CCD's or PCO's)) which make up Change Order No. 013

**CCD #221 –Add Stage Rigging and Curtains - \$25, 937.00**

- During the design process, district representative made the decision to not include stage equipment in the contract as a cost control measure. At the end of the project, sufficient funds remained to add the system.

**CCD #208– Vertical Panel Partition Credit – (\$18,432.00)**

- At the time of bid, Alternate 7, Vertical Acting Movable partition between the gym and Multi-purpose room was included in the contract cost. Later it was decided by the team to eliminate the Vertical Acting Movable partition and use the base bid Horizontally Acting Movable partition. There had been some costs incurred during the shop drawing process. When the original change was made, a \$40,000 credit was given (CCD 172). This amount for for the remaining credit for elimination of Alternate 7.

**PCO #309– Lower Cleanouts to Grade - \$4,192.00**

- Cleanout accesses were installed to protrude above grade for easy locate and access. District asked accesses in the lawn areas be lowered to below grade.

**PCO #310 - Top Soil/Regrade at Back Trench Swale - \$3,729.00**

- Swales on the south side of the building were not perking properly and it was determined that the clay content was still too high to allow the moisture to penetrate. Area was regraded for better flow, perforated drain pipe was buried below the surface, and new top soil with no clay content was brought in to cover.

**PCO #311 – Contingency Reconciliation – (\$2,021.00)**

- As part of the GCCM contract, a contingency budget is established for use during construction. This credit is the balance at the end of the project.





# FACILITY

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# PROJECTS UPDATES

## ITEM # 2

## Contract Coversheet (Non-Federal)

### Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Approved by Les?	PO Required?	Attorney Review Required?
02/05/18	Revision #2	SLA Landscape Architecture	Amendment to master plan refinement and construction documents and administration of indoor athletic batting facility at Rec Park	\$26,831.41	July 1, 2015 through Spring 2018	<u>Gregg Herkenrath</u> I have read this contract and recommend it for board approval.  Initial <u>2-7-18</u> Date		No. Add \$26,831.41 to PO842150 0010 for a total of \$117,176.41	This is decided at the district office.
				<b>Budget Code</b>					
				20 E 530 1501 12 7000 500					

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name: SLA Landscape Architecture  
 Attention: Erik J. Sweet, RLA, ASLA, Principal  
 Street address or PO Box: 23530 SE 456th Way  
 City, State, Zip Code: Enumclaw, WA 98022  
 Email Address: ejsw@slalanscapes.com  
 Phone Number: (425) 766-9535

**Contract Details** (Give a brief description of the contract):

If this is a revision, what has changed?

Amendment #2 the original contract dated July 1, 2015 between SLA and WSD to provide for architectural, engineering, and landscape services for the hitting/pitching facility to complete the project per attached letter.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_



Wenatchee School District #246  
 235 Sunset Avenue  
 Wenatchee, WA 98801  
 P: (509) 663-8161  
 F: (509) 663-5929

<b>Wenatchee Schools No. 246</b>  <b>PROFESSIONAL SERVICES CONTRACT        MODIFICATION</b>				<b>CONTRACT NO. / PO NO.</b> <b>8421500010</b>
<b>CONSULTANT NAME &amp; ADDRESS</b> <b>SLA Landscape Architecture</b> <small>Name</small>				<b>February 5, 2018</b> <small>Date</small>
<b>23530 SE 456th Way, Enumclaw, WA 98022</b>  <b>(425) 766-9535</b> <small>Telephone Number</small>			<small>Vendor No.</small>   <small>FEDERAL ID TAX NUMBER</small>	
<b>FISCAL YR.</b>	<b>ACCOUNT CODE</b>	<b>OBJECT CODE</b>	<b>LOCATION/SOURCE</b>	<b>MODIFICATION AMOUNT</b>
2017-18	20 E 530 1501 12 7000 500			<b>26,831.41</b>
<p>The following changes in your contract with the Wenatchee School District No 246 dated July 1, 2015 are hereby approved as indicated below:          DESCRIPTION OF SERVICES CHANGE: * <i>Except as specifically modified below, the Original contract remains in force.</i>          Modification #2 to the original contract dated July 1, 2015 between SLA and WSD to provide additional services for architectural, engineering, and landscape services for the hitting/pitching facility at Rec Park to complete the project per summary letter attached.</p>				
<b>DATE EXTENSION CHANGE: (Indicate reason for extension of time in description of service change area)</b>				
<b>DOLLAR AMOUNT CHANGE:</b> (indicate reason for dollar change in description of service change area)				
Original Contract Sum: \$ 12,500.00 (not to exceed) Net Change of Prev. Authorized Mods # 1 thru #1: 77,845.00 (actual amount of Contract Mod 1) Contract Sum Prior to this Modification: \$ 90,345.00 (not to exceed) Contract Sum change by this Modification: 26,831.41 Net Contract Sum Including this Modification: \$ 117,176.41				
This modification becomes a part of the original contract when signed by the consultant and the Wenatchee School District No 246: I hereby approve and authorize change to this contract:				
SIGNED: Consultant	<small>Digitally signed by SmartPDF Client          DN: cn=SmartPDF Client          Date: 2018.02.08 14:17:08 -0800</small>			2/6/2018 Date
SIGNED: _____ Project Manager				_____ Date
<b>DISTRICT USE ONLY</b>				
SIGNED: Facilities Director				2-7-18 Date
SIGNED: _____ Superintendent				_____ Date





Mr. Gregg Herkenrath  
Director of Facilities and Capital Projects  
Wenatchee School District  
1001 Circle Street  
Wenatchee, WA 98801

Re: Wenatchee School District No. 246 – Hitting Facility Additional Services:  
Civil/Structural/Electrical/Mechanical services

Dear Mr. Herkenrath,

This letter is to detail the additional services for the above referenced sub consultants. Please note that SLA Landscape Architecture and Zervas Architects are not requesting compensation for value engineering and re-bidding efforts of the project. Only Pacific Engineering and Sazan’s additional services are needed to finalize and close this project contractually.

Scope of Services: Additional Services

**Pacific Engineering:** Provided as authorized by Wenatchee School District on an hourly basis civil engineering and structural engineering to revise the permit documents as required by authority having jurisdiction’s permitting comments for the hitting facility. See Pacific Engineering invoices.

**Sazan:** Mechanical and Electrical additional services for separation of original design documents into multiple bid packages and alternates during first bid period and value engineering changes to the set after original bid was over budget. Included base bid package of minimal basic code required mechanical air handling, electrical services, panel and lighting to meet code minimum for certificate of occupancy. Alternate bid package design and rebid packages for additional full build out of team room, coaching office, and restroom/shower room and associated electrical for building lighting for fixtures and loads for WPS to complete installation with in-house electrical of balance of electrical work, or by contractor as the districts discretion.

Fee

The original contract for the conceptual design of the hitting facility was \$12,500.00 Additional services #1 for Construction documents was added in the sum of \$77,845.00 (excluding reimbursable expenses). Additional Services #2 for Re-bidding and reimbursable expenses are included below. Revised Contract Total after Add Services **\$117,176.41**

Additional Services for the above listed work includes:

- Pacific Engineering (civil & Structural) \$7,446.75
- Sazan (Mechanical & Electrical) \$14,990.00
- Public Notice for Bidding \$1,325.56
- Special Inspection Testing (CSI) \$832.60
- SLA Markup B&O/Taxes \$2,236.50



- **TOTAL ADD SERVICES** **\$26,831.41**

Please contact me if you have any questions or comments regarding SLA's fee proposal or need additional information.

Sincerely,

Erik J. Sweet, RLA, ASLA



# FACILITY

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# PROJECTS UPDATES

## ITEM # 3



## Contract Coversheet (Non-Federal)

### Request Board Approval

Please submit this form with your **unsigned** contract to Denise Watson at least **3** weeks before the scheduled School Board meeting. Upon attorney review and approval (if necessary), Les will submit the contract to the Superintendent's office, where it will be included on the agenda for School Board approval.

**All contracts require school board approval.**

The **only** authorized signatures on a contract are Brian Fiones, Jon DeJong, Les Vandervort, or the School Board.

Date	New or Renewal or Revision	Agency	Purpose	Amount	Contract Start Date & End Date	Staff Person Responsible for Contract	Reviewed by?	Is a PO Required?	Attorney Review Required?
02/13/17	Revision 02	Berry Construction	Rec Park - New Hitting Facility Change Order 02	7,265.00 plus WSST	Upon approval thru Spring, 2018	<a href="#">Gregg Herkenrath</a>		No. Increase PO 842160016 9 by \$7,265.00 for a new total of \$532,226.0 0	This is decided at the district office.
				<b>Budget Code</b>			I have read this contract and recommend it for board approval. 		
				1501 21 7000 000		Initial <b>GH</b>	Date <b>2-7-18</b>		

**Agency Contact Information** (who & where contract needs to be mailed to for signing):

Agency Name Berry Construction  
 Attention: John R. Berry  
 Street address or PO Box 3014 G.S. Center Rd., Ste. B  
 City, State, Zip Code Wenatchee, WA 98801  
 Email Address [jberry@berrycon.com](mailto:jberry@berrycon.com)  
 Phone Number (509) 888-1961

**Contract Details** (Give a brief description of the contract):

If this is a revision, what has changed?

Rec Park - Change Order No. 02 to construction contract dated June 13, 2017. This Change Order encompasses COP #3 which is an add of \$2,811.00 for exterior secondary underground power; COP #6 which is an add of \$4,454.00 for the installation of the batting cage netting system; and COP #7 which is a no cost change order for purple painted steel. Therefore increasing the contract by \$7,265.00 plus Washington State Sales Tax.

**Be sure to follow state bid requirements as outlined in RCW 28A.335.190**

Reviewed by Attorney \_\_\_\_\_  
 Signature

Requires Edits? \_\_\_\_\_

# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Wenatchee School District 246 Hitting Facility 935 Orondo Avenue Wenatchee, WA 98801	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: June 13, 2017	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002  Date: February 2, 2018
<b>OWNER:</b> <i>(Name and address)</i> Wenatchee School District 246 235 Sunset Avenue Wenatchee, WA 98801	<b>ARCHITECT:</b> <i>(Name and address)</i> Zervas Group Architects 209 Prospect Street Bellingham, WA 98225	<b>CONTRACTOR:</b> <i>(Name and address)</i> Berry Construction General Contractor 3014 G.S. Center Road, Suite B Wenatchee, WA 98801

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

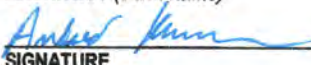
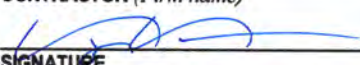
COP #3 - Exterior Secondary Underground Power	\$ 2,811.00
COP # 6 - Batting Cage Netting System	\$ 4,454.00
COP # 7 - Purple Painted Steel	\$ 0.00
<b>TOTAL</b>	<b>\$ 7,265.00</b>

The original Contract Sum was	\$ 524,673.00
The net change by previously authorized Change Orders	\$ 288.00
The Contract Sum prior to this Change Order was	\$ 524,961.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,265.00
The new Contract Sum including this Change Order will be	<u>\$ 532,226.00</u>

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be February 9, 2018.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>Zervas Group Architects</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Berry Construction General Contractor</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Wenatchee School District 246</u> <b>OWNER</b> <i>(Firm name)</i>
 <b>SIGNATURE</b>	 <b>SIGNATURE</b>	 <b>SIGNATURE</b>
<u>Andrew Krzysiek, AIA, Principal</u> <b>PRINTED NAME AND TITLE</b>	<u>TYCE THOMAS, PM</u> <b>PRINTED NAME AND TITLE</b>	 <b>PRINTED NAME AND TITLE</b>
<u>2-7-18</u> <b>DATE</b>	<u>2/7/18</u> <b>DATE</b>	 <b>DATE</b>



# WSD Elementary PE Specialists

- Ben Dotson - Sunnyslope/Mission View
- Russ Nielsen - Newbery
- Camille Jackson - Lincoln
- Kim Crown - Washington
- Heidi Toigo - Mission View
- Jocelyn Flitton - Columbia
- Matt Lewallen - Lewis and Clark
- Allison Malm - Newbery
- Kari Hertzog - Lewis & Clark, Washington, Mission View
- Michael Hamilton - Washington



# **PE Matters!!**

**A Fit Body Equals a Fit Mind**



# Recommendation by Center for Disease Control, American Heart Association, and American Academy of Pediatrics

- Elementary-age children should take part in at least 60 minutes of moderate to vigorous physical activity each day. It is reasonable for children to get at least 30 minutes of that time in school.



# What does the research say?

- 1 in 3 children in the U.S. are considered overweight or obese
- 1 in 4 children don't participate in any free-time physical activity
- Obese youth have an elevated risk for health problems like heart disease, type 2 diabetes, high blood pressure, and other health risks related to cardiovascular disease.



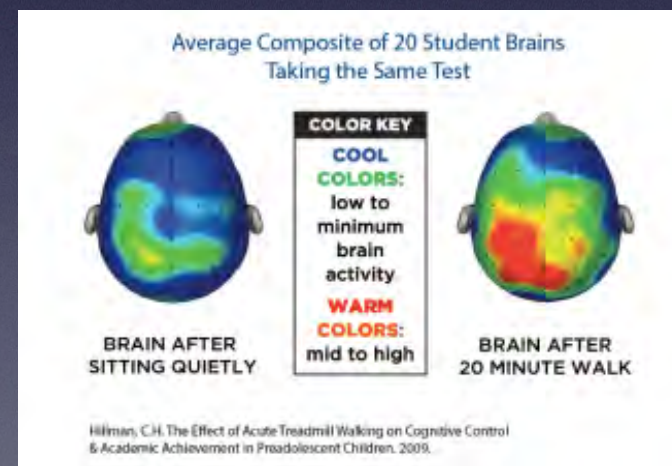
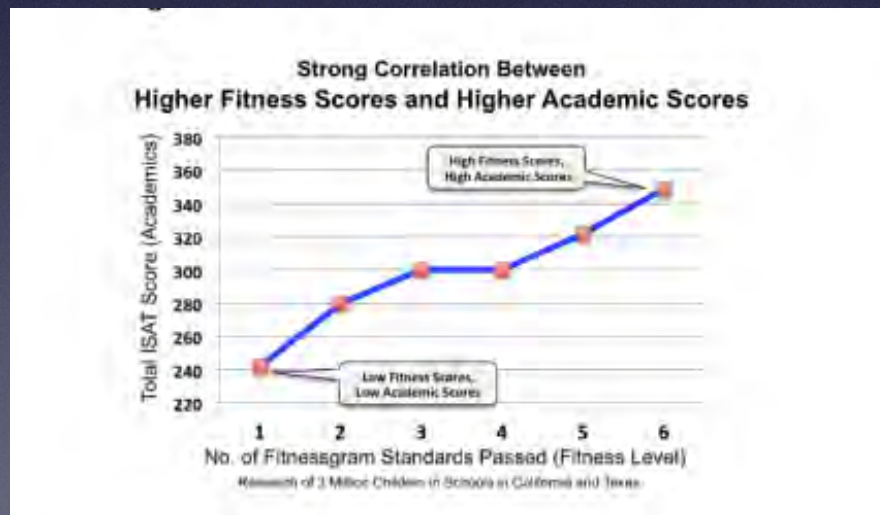
# What is the state law?

- WAC 392-410-135 - Pursuant to RCW 28A.230.040, an average of at least 100 instructional minutes per week per year in physical education shall be required of all pupils in the common schools in the grade school program (grades 1-8) unless waived pursuant to RCW 28A.230.040.



# According to brain research...

- Exercise increases oxygen flow in the brain, which reduces brain-bound free radicals. This increase in oxygen has been found to always be accompanied by an uptick in mental sharpness.





# What is the current reality in WSD?

- Five elementary schools have PE for 35 minutes two days per week.
- Two elementary schools (Lincoln and Columbia) have a variance to their schedule that reduces the amount of PE minutes students receive per week.



# Why the variances?

- Staff at Columbia and Lincoln were looking for a way to increase the amount of uninterrupted instructional time in the classroom and provide opportunity for collaboration time for classroom teachers.



# Due to the variance at Columbia:

K-3rd get 45 minutes every 4 days (35 on Mondays)

4th-5th get one session of 35 minutes and one of 40 minutes each week



# Due to the variance at Lincoln:

Kindergarten gets 30 minutes 3 days per week (PE and Music teachers transition the students between these two specialist areas, reducing that time by an additional 5 minutes)

1st-2nd get 30 minutes 2 days per week (PE and Music teachers transition the students between these two specialist areas, reducing that time by an additional 5 minutes)

3rd-5th get 60 minutes 1 day per week

\*Students that have PE on Friday, have already missed 6 out of 22 PE sessions so far this year



# The cost of these variances:

Columbia students, over the course of 6 years, lose 1/3 of a year of PE instruction (900 minutes)

Lincoln students, over the course of 6 years, lose nearly a full year of PE instruction (2100 minutes)



# What are we recommending?

Equity among all of the elementary schools to maintain having PE for at least 2 days and a minimum of 70 minutes total per week.

**THIS GROUP OF POLICIES/PROCEDURES HAVE BEEN RECOMMENDED BY WSSDA  
FOR REVISIONS & Possible WSD Changes Added**

**3000 Policy Series Review**

<b>Policy</b>	<b>Title</b>	<b>Suggested Action</b>	<b>District Recommendation</b>	<b>Rationale</b>
<b>3123</b>	<b>Withdrawal Prior to Graduation</b>		<b>Approve</b>	<b>Change recommended by OSPI.</b>



## WITHDRAWAL PRIOR TO GRADUATION

Students age 16 or older identified by themselves or staff as potential dropouts shall become a focus of attention in the following manner:

- A. Each student and his/her counselor shall meet for the purpose of discussing the reason for desiring to withdraw from school and the student's plans for the future, including the educational, counseling and related services which are available within the school and/or community.
- B. The counselor and the student's teachers shall meet to discuss the student's present status and to identify program modifications and/or options that will meet the student's present and future needs.
- C. The student, parent, counselor, and principal shall review all pertinent information and the options that are available to the student and his/her parents.

Reasonable efforts shall be made to persuade the student to remain in school and complete requirements for a diploma. If unsuccessful at that, staff shall attempt to find placement in an appropriate alternative educational setting. Failing that, the principal shall determine if there is sufficient ground to excuse the student from continued compulsory attendance. If there is, the principal shall recommend to the superintendent that the student be excused from further school attendance. No student under the age of 18 will be permitted to withdraw unless he or she is lawfully and regularly employed and either a parent agrees that the student should not be required to attend school, or the student has been emancipated in accordance with Chapter 13.64 RCW. No student under the age of 16 will be permitted to withdraw from further school attendance unless another exception to compulsory attendance has been met.

[A student and/or parent that has notified the District that the student is moving outside the District's boundaries must complete and sign a request to withdraw form.](#)

The board directs the superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn.

Cross References:	Board Policy 2090	Program Evaluation
	Board Policy 2108	Remediation Program
	Board Policy 2121	Substance Abuse Program
	Board Policy 2140	Guidance and Counseling
	Board Policy 2163	Response to Intervention
	Board Policy 3121	Compulsory Attendance
Legal References:	RCW 28A.225.010	Attendance mandatory — Age — Persons having custody shall cause child to attend public school — When excused
	RCW 28A.225.020	School's duties upon juvenile's failure to attend school

Adoption Date: 08.25.03  
Wenatchee School District  
Revised: 2/22/11, [2/2018](#)

### **Retire - Resign - Replace**

	Name of Retire, Resign, or Transfer	Assignment	Location	FTE	notes	Replaced by
1	Fink, Teri	Communications Specialist	DO	1.00	No post - absorb within current staff	
2	Force, Monique	Healthy Living Teacher	FMS	1.00		
3	Kellogg, Evelyn	Special Ed Teacher	FMS	1.00	Hold pending transfer	
4	Reyes, Mario	New Hire - Spanish/ELL (manzo) N/C	FMS	0.40		
5	Corrigan, Mary	New Hire - P E -(kyle/crown) - N/C	L&C	0.20	Hold - may absorb with current specialist	
6	Rudell, Laura	New Hire - 3rd Grade (collins) N/C	L&C	1.00		
7	Sollom, Denese	Special Ed Teacher	LINC	1.00		
8	Dundas, Cheri	2nd Grade Teacher	NBY	1.00	hold pending choice numbers	
9	Harmening, Sandra	Reading Intervention Specialist	NBY	1.00	Special Program funded	
10	Hessburg, Johnette	Special Ed Teacher	NBY	1.00		
11	Reyna-Smith, Soyla	Kindergarten Teacher	NBY	1.00	needs to be bilingual	
12	Graham, Randy	Math Teacher	OMS	1.00		
13	Quinn, Gina	Physical Therapist	SPED	0.40	Hold - program review	
14	Martinez, Cheryl	Music Teacher	SS/MV	1.00		
15	Reeves, Ronald	PE Specialist	WHS	1.00		
16	Simmons, Rachael	French/AVID Teacher	WHS	1.00		
17	Deal, Daniel	New Hire - SCIENCE - N/C	WHS	1.00		
18	Wilson, Emily	New Hire - SOCIAL STUDIES (stewart) N/C	WHS	1.00		
19	Lynch, Timoth	History/English/PE Specialist Teacher	WSHS	1.00		
20	Ronhovde, Peggy	Math Teacher	WSHS	0.40		
21	Morrow, Carolina	ELL Teacher .4 (sanchez)	WSHS	1.00		
		<b>Total FTE</b>		<b>18.40</b>		

### **Requests for New Positions/FTE**

	POSITION	BLDG	FTE	NOTES	FILLED BY
1	K-8 ELA	Valley	1.00	current model has 9 workshop instructors Difference is 85k increase	
2	K-8 Music/PE/Art	Valley	1.00		
3	6-10 Math	Valley	1.00		
4	K-8 ELA	Valley	0.40		
5	5th Grade	SS	1.00	based on enrollment - go 3 track at 5th grade	
6	Art Teacher	PIO	0.50	need more electives to alleviate overloads - current overload costing 45k	
7	Music Teacher	PIO	0.50	need more electives to alleviate overloads 18-19 estimate of overload 13k	
8	5th Grade Teacher	L&C	1.00	Wants a full 4 track at 5th grade for consistent delivery of program and split between english/spanish	
9	PE Teacher	FMS	0.50	need more electives to alleviate overloads 18-19	
	<b>Total Requested FTE</b>		<b>6.90</b>		



**Unfilled and/or Absorbed**

POSITION	BLDG	FTE	NOTES
1st Grade	SS	1.00	Cari Valdovinos - needs an assignment - this was an overload position from MV in the 16-17 year
2nd Grade	COL	1.00	Moria Hutchinson/Rachel Searles needs an assignment, was covering a leave replacement - this is an overload position from COL in the 16-17 year
PE Specialist	NBY	0.40	based on sections, will not need the extra PE
<b>Total Unfilled - Absorbed</b>		<b>2.40</b>	

**Transferred Positions**

PE Specialist	WA/MV/L&C	1.00	Assigned for numbers to Elementary - need an assignment for 18-19
Special Education Teacher	Skill Source/WVTSC	1.00	Moved from Transition house - Need an assignemnt for 18-19
		<b>2.00</b>	

**Net Increase in FTE      2.50**

**Central Office Classified**

Name	Assignment	Location	FTE	replaced by
Dianna Haglund	Wenatchee Learns Coordinator	DO/Chamber	1.00	Promote to Director of Community Relations, absorb Fink responsibilities and combine current Wenatchee Learns Coordination, provide a full-time secretary- with grant funds savings for first 2 years = 104K. Ongoing savings of 74k per year

**Wenatchee School District 2017-18 -ALL Board Meetings/Agenda Review & Workshop Dates  
1/25/2018 Discussion Points**

DATE	TIME	MEETING	Topics
Jan. 23	6:00 PM	<b>Board Meeting</b>	<b>COMMUNITY INVOLMENT</b>
<b>DISCUSSION POINTS</b>			
			<b>MISSION &amp; VISION</b>
<b>DISCUSSION POINTS</b>			
			<b>WSSDA TRAINING</b>
<b>DISCUSSION POINTS</b>			
<b>February</b>			
<b>12</b>	<b>3-6:30 pm</b>	<b>WSSDA Training</b>	<b>Leadership Training</b>
<b>DISCUSSION POINTS</b>			
<b>13</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>P.E. Update</b>
<b>DISCUSSION POINTS</b>			

			<b>18-19 Staffing Review</b>
<b>DISCUSSION POINTS</b>			
<b>23</b>	<b>8:30-10 am</b>	<b>Extra Workshop</b>	<b>Mid-Year Review</b>
<b>DISCUSSION POINTS</b>			
<b>27</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>Ele.Math Adopt.</b>
<b>DISCUSSION POINTS</b>			
			<b>TECHNOLOGY TOOLS</b>
<b>DISCUSSION POINTS</b>			
<b>March</b>			
<b>13</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>Early Learning</b>
<b>DISCUSSION POINTS</b>			
			<b>MCKINNEY VENTO (HOMELESS)</b>
<b>DISCUSSION POINTS</b>			
<b>19</b>	<b>5-7 pm</b>	<b>Board Workshop</b>	<b>WHS SCHEDULE Review</b>
<b>DISCUSSION POINTS</b>			
<b>27</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>Bullying/Harassment</b>
<b>DISCUSSION POINTS</b>			
<b>April</b>			
<b>10</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>Safety &amp; Risk Management</b>
<b>DISCUSSION POINTS</b>			
<b>20</b>	<b>8 am-10</b>	<b>Board Workshop</b>	<b>Assessment &amp; Testing</b>
<b>DISCUSSION POINTS</b>			
<b>24</b>	<b>6:00 PM</b>	<b>Board Meeting</b>	<b>Budget 101 &amp; Budget Priorities 18-19</b>
<b>DISCUSSION POINTS</b>			

			<b>Spring 2018 Curriculum Adoption 1st Reading</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
<b>May</b>			
8	6:00 PM	<b>Board Meeting</b>	<b>Social &amp; Emotional Learning</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
18	8am-?	<b>Board Workshop</b>	<b>TBD</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
22	6:00 PM	<b>Board Meeting</b>	<b>PBIS Update</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
<b>June</b>			
11	6:00 PM	Board Meeting	<b>CTE &amp; WVTSC</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
22	8 am - 2 pm	<b>Extra Workshop</b>	<b>Year-End Review/Cabinet</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
26	6:00 PM	Board Meeting	<b>TBD</b>
<b>DISCUSSION</b>			
<b>POINTS</b>			
<b>WHS Graduation June 8, 2018</b>		<b>WSHS Graduation June 14, 2017</b>	
<b>JULY</b>	<b>NO</b>	<b>MEETINGS</b>	<b>Last day of school: June 15, 2017</b>





