

RESOLUTION NO. R- 3862

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND APPROVING THE INTERLOCAL AGREEMENT BETWEEN THE MUNICIPALITY OF METROPOLITAN SEATTLE ("METRO") AND THE CITY OF KIRKLAND ("CITY"), HEREINAFTER JOINTLY REFERRED TO AS THE "PARTIES," FOR THE PURPOSE OF IMPLEMENTING THE WASHINGTON STATE COMMUTE TRIP REDUCTION ACT OF 1991.

WHEREAS, the Washington State Legislature enacted the Commute Trip Reduction Act (Chapter 202, Laws of 1991, codified as RCW 70.94.521-551) to require local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce vehicle miles traveled per employee and single-occupant vehicle commute trips; and

WHEREAS, the City has within its boundaries one or more "major employers" and is required by RCW 70.94.527 to develop and implement a commute trip reduction plan; and

WHEREAS, the Parties hereto are authorized to enter into this Agreement pursuant to RCW 70.94.527(6) and Chapter 39.34 RCW, the Interlocal Cooperation Act; and

WHEREAS, the Metro Council adopted Resolution No. 6267 authorizing the execution and administration of agreements with state and local agencies for assistance in implementing the Commute Trip Reduction Act; and

WHEREAS, the local jurisdiction commute trip reduction plans are required to be coordinated and consistent with plans of adjacent jurisdictions and applicable regional plans; and

WHEREAS, the City and Metro desire to implement the Commute Trip Reduction Act consistent with the guidelines established by the state Commute Trip Reduction Task Force and with King County and other cities within the county; and


WHEREAS, the City can achieve cost efficiencies and administration consistency by contracting with Metro for CTR implementation;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland as follows:

Section 1. The City Manager of the City of Kirkland is hereby authorized to execute on behalf of the City an Interlocal Agreement substantially similar to that attached as Exhibit A.

PASSED by majority vote of the Kirkland City Council on the 15th day of February, 1994.

SIGNED IN AUTHENTICATION thereof on the 15th day of February, 1994.



Mayor Pro Tem

Attest:



City Clerk

COMMUTE TRIP REDUCTION ACT IMPLEMENTATION AGREEMENT

An interlocal agreement between the Municipality of Metropolitan Seattle ("Metro") and the City of Kirkland ("City"), hereinafter jointly referred to as the "Parties," for the purpose of implementing the Washington State Commute Trip Reduction Act of 1991.

WHEREAS, the Washington State Legislature enacted the Commute Trip Reduction Act (Chapter 202, Laws of 1991, codified as RCW 70.94.521-551) to require local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce vehicle miles traveled per employee and single occupant vehicle commute trips; and

WHEREAS, the City has within its boundaries one or more "major employers" and is required by RCW 70.94.527 to develop and implement a commute trip reduction plan; and

WHEREAS, the Parties hereto are authorized to enter into this Agreement pursuant to RCW 70.94.527 (6) and Chapter 39.34 RCW, the Interlocal Cooperation Act; and

WHEREAS, the Metro Council adopted Resolution No. 6267 authorizing the execution and administration of agreements with state and local agencies for assistance in implementing the Commute Trip Reduction Act; and

WHEREAS, the local jurisdiction commute trip reduction plans are required to be coordinated and consistent with plans of adjacent jurisdictions and applicable regional plans; and

WHEREAS, the City and Metro desire to implement the Commute Trip Reduction Act consistent with the guidelines established by the state Commute Trip Reduction Task Force and with King County and other cities within the county; and

WHEREAS, the City can achieve cost efficiencies and administrative consistency by contracting with Metro for CTR implementation;

NOW THEREFORE, in consideration of the mutual promises and covenants herein, it is hereby agreed:

SECTION 1.0 PURPOSE.

The purpose of this Agreement is to assign certain tasks to be undertaken by Metro on behalf of the City to implement the CTR Act.

ATTACHMENT	1
FILE NO.	CC-94-11

SECTION 2.0 DEFINITIONS.

The following definitions shall apply for purposes of this Agreement:

"Administrative Representative" means the primary administrative contact for issues related to this Agreement as designated in Section 3.5 of the Agreement.

"Affected Employer" means an employer required by RCW 70.94.521 and the City's CTR Plan to implement a CTR program (see also "major employer").

"Commute Trip Reduction Plan (CTR Plan)" means a plan adopted by the City designed to reduce the proportion of single occupant vehicle commute trips and vehicle miles traveled per employee, as described in RCW 70.94.527.

"Commute Trip Reduction Program (CTR Program)" means a program designed by an affected employer to reduce the proportion of single occupant vehicle commute trips and the commute trip vehicle miles traveled by employees at a worksite, as described in RCW 70.94.531.

"CTR Funds" means state funds authorized by RCW 70.94.544 and Section 301 of the Natural Resources biennial budget to help counties and cities implement commute trip reduction plans.

"Lead Agency" means contract manager for the subarea.

"Major Employer" means a private or public employer that employs one hundred or more full-time employees at a single worksite who begin their regular workday between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months during the year, as provided in RCW 70.94.521 (herein also known as an "affected employer").

"State" is the Washington State Energy Office (WSEO) unless otherwise noted.

"Subarea" is the group of jurisdictions contracting with comprising the geographic area.

SECTION 3.0 SCOPE OF WORK.

3.1 Scope of Work: The scope of work to be completed by Metro and the City in accordance with this Agreement is described in Exhibit A: Scope of Work, which by reference is made a part of this Agreement. Exhibit A includes estimated number of units, hours of labor and non-labor costs for each task. Funds provided by the City to Metro under this Agreement shall be used solely for activities undertaken to fulfill the provisions of the scope of work as provided in Exhibit A.

Detailed plans for certain tasks are being developed by Metro in conjunction with the subarea. Those tasks are indicated in the scope by an asterisk. Implementation of the plans for these tasks will proceed only with written approval from the designated subarea representative.

- 3.2 Regional Cooperation:** The scope of work is based on the understanding that the jurisdictions are participating in this contract as a subarea. The budget presented represents the costs for performing tasks for the subarea, for which each jurisdiction pays a proportionate share. While Metro will administer each city's ordinance, it is the understanding that the subarea cities will work together to operate as consistently as possible to use resources cost efficiently.

In addition, some tasks are county-wide and assume that the subarea will participate with the other two subareas and try to the extent possible to develop policies and products consistent throughout the county to take advantage of economies of scale.

- 3.3 Schedule:** The schedule for tasks is specified in Exhibit B: Eastside CTR tasks by ordinance requirement. A quarterly review of progress to date and anticipated activities will be held with subarea representatives. On-going review of issues and materials will be conducted with the lead-agency representatives designated by the sub-area.
- 3.4 Project Organization:** The two Eastside contract-funded positions will conduct contractual activities for the Eastside subarea. These positions will work in a single division which includes other CTR staff, and report to the CTR Project Manager.
- 3.5 Administrative Representatives:** Metro and the City shall each designate an administrative representative for matters pertaining to this Agreement.

Metro shall be represented by the Manager of Service Development or his designee. The City shall be represented by the Director of Planning or his/her designee.

- 3.6 State Requirements:** At the request of the City, Metro shall provide information to the State for monitoring or evaluation activities as outlined in the Interlocal Agreement.

SECTION 4.0 DISBURSEMENT OF FUNDS.

- 4.1 Budget:** The budget for work to be performed through December 31, 1994 is specified in Exhibit C.

Exhibit C includes the estimated costs for the subarea in total and the City's specific share of those costs. Costs for tasks are distributed in proportion to the City's share of the

subarea's total CTR allocation. The City understands that CTR project costs are based on pooled resources of seven (7) jurisdictions.

The scope of work and contract staff time tracking will be reviewed by April 30, 1994 and August 30, 1994, and staffing and budgets adjusted accordingly. Any changes to the subarea staffing level budget, or deletions or additions to the scope of work will be made in writing per section 12.

Expenditures for Employer Training, Task II.1. and Outreach, Task II.3. will be based on the subarea final decisions regarding format, materials, timing and budget.

- 4.2 Equipment:** Equipment to be purchased under this Agreement shall be used exclusively for the purpose of CTR administration for the City and other jurisdictions in King County. Metro shall own all such equipment and maintain it at no additional cost to the City.
- 4.3 Payment Process:** Metro shall submit the City's invoice and a quarterly progress report to the City of Kirkland which has been designated as the Lead Agency for all cities in the subarea per the schedule indicated below. The City of Kirkland shall make payment to Metro within 30 days of receipt of the invoice. In the event payment is not received in a timely manner from the City of Kirkland, the City shall make a payment to Metro within ten (10) days of notice from Metro.

Payment	Fixed Labor Payment	Invoice Submitted No Earlier Than:
1st payment	\$ 4,032.00	March 31, 1994
2nd payment	\$ 4,032.00	June 30, 1994
3rd payment	\$ 4,032.00	September 30, 1994
final payment	<u>\$ 4,032.00</u>	December 31, 1994
Total	\$16,128.00	

- 4.4 Payment Amount:** Each payment shall consist of the fixed labor amount specified above in Section 4.3 plus reimbursement of (1) workshop expenses and (2) other actual nonlabor expenses. The City shall pay 13.2% of the actual nonlabor expenses and workshop expenses incurred in the subarea, which expenses are not expected to exceed \$35,311.00.

The workshop expenses to be shared by the City shall consist of a fixed labor element plus actual nonlabor expenditures. The fixed labor element shall be as follows:

- ETC Orientation \$717.00 fixed labor charge per workshop

- Program Implementation \$1,088.00 fixed labor charge per workshop
- Program Development \$929.00 fixed labor charge per workshop

The subarea will be charged for its percentage share of workshop expenses based on the percentage of total registrants for the workshop representing Eastside worksites.

SECTION 5.0 AUDITING OF RECORDS, DOCUMENTS, AND REPORTS.

The State Auditor and any of its representatives shall have full access to and the right to examine during normal business hours and as often as the state Auditor may deem necessary, all the records of the City and Metro with respect to all matters covered in this Agreement. Each Party to the Agreement shall have similar access and rights with respect to the records of the other Party. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and records of matters covered by this Agreement. Such rights last for three (3) years from the date final payment is made hereunder.

SECTION 6.0 EQUAL EMPLOYMENT OPPORTUNITY.

Metro agrees to abide by all applicable federal and state statutes and regulations prohibiting employment discrimination.

SECTION 7.0 WOMEN AND MINORITY BUSINESS ENTERPRISE.

Metro agrees to abide by the terms of Metro Council Resolution No. 6054 in the procurement of materials, supplies, consultant or other services undertaken in the performance of this Agreement.

SECTION 8.0 WAIVER OF DEFAULT.

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of the agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the agreement unless stated to be such in writing, signed by an authorized representatives of the County, and attached to the original agreement.

SECTION 9.0 SEVERABILITY.

Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect if such remainder continues to conform to the terms and requirements of applicable law and the intent of this Agreement.

SECTION 10.0 INDEMNIFICATION AND HOLD HARMLESS.

It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this agreement. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents or employees, while performing work pursuant to this Agreement, to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other parties harmless from any such liability. In the case of negligence of multiple parties, any damages allowed shall be assessed in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other parties in proportion to the percentage of negligence attributable to the other parties.

The City acknowledges it is solely responsible for its compliance with the CTR Act, and for the adoption, implementation, and enforcement of any ordinances, plans, and programs related to the CTR Act. The City shall indemnify and hold Metro harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits at law of equity, actions, penalties, losses, damages, or costs arising out of, in connection with, or incidental to any act or omission of the City or any of its officers, employees, subcontractors or agents in adopting or enforcing any ordinances, plans and programs related to the CTR Act.

The parties hereto acknowledge that the State of Washington is not liable for damage or claims from damages arising from any act or omission of Metro or the City under this Agreement.

SECTION 11.0 AGREEMENT PERIOD.

This Agreement is effective from January 1, 1994. The expiration date for purposes of performing substantive work as described in Exhibit A (Scope of work) and for incurring costs is December 31, 1994, and for final accounting purposes is January 31, 1995, unless the parties agree to an extension. Termination of this agreement does not relieve any of the Parties from any obligations incurred through the date of termination as a result of this Agreement.

Effective January 1, 1994, by operation of law, Metro will be consolidated into King County, a home rule charter county of the State of Washington. Thereafter, the term "Metro" as used in this Agreement shall mean the consolidated government.

SECTION 12.0 AGREEMENT MODIFICATIONS.

This Agreement may be amended, altered, clarified or extended only by written agreement of the designated administrative representative of the City and Metro.

SECTION 13.0 TERMINATION.

13.1 Either party to this Agreement may terminate the Agreement, in whole or in part, upon thirty (30) days advance written notice of the termination to the other party. If this Agreement is so terminated prior to fulfillment of the terms stated herein, Metro shall be reimbursed for all actual direct and related indirect expenses and noncancellable obligations incurred to the date of termination.

13.2 If at any time during the Agreement period the State acts to terminate, reduce, modify, or withhold CTR Grant Funds allotted to the City pursuant to RCW 79.94.544 then either party may terminate this Agreement by giving thirty (30) days advance written notice to the other party.

Dated this _____ day of _____, 1993.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day first above mentioned.

Approved as to form:

METRO:

By W. Regner
Attorney for Metro

By Carol Weiss (for)
Executive Director

Approved as to form:

CITY OF KIRKLAND

By _____
Assistant City Attorney

By _____
Mayor

OR: _____

METRO 1994 CTR CONTRACT
Eastside Scope of Work

Exhibit A

12/23/93

I. ORDINANCE ADMINISTRATION

One full-time, dedicated Eastside Program Reviewer will administer legal requirements of seven Eastside jurisdictions. Projected tasks with estimated number of hours and unit costs are listed below. Priority of these tasks and potential new tasks will be reviewed quarterly with the sub-area for adjustment. See Jurisdiction Support element for additional tasks for this position.

Tasks and description	Number units(est.)	Total Hours	Non-labor cost:		Products
			/unit	total	
1. Affected Status					
A. Send out notification packets to newly affected sites o Collect pertinent information about address, names, zone, dates o Enter information into the database and assign Metro contact names o Generate appropriate mayor letter, response form and mail certified o Follow-up with reminders and calls as needed o Monitor and record site responses to notification in CTR database	15 sites	30	\$4	\$60	Summary of sites notified and responses
B. Review and recommend re employer change of status requests o Request documentation per ordinance definition o Evaluate documentation and summarize for the jurisdiction o Summarize notification activity for the year	15 requests	75	\$1	\$15	Recommendation report for each applicable request Summary of affected status changes
C. Provide a list of affected worksites to King County to establish intra-county CTR distribution o Generate a list of sites by jurisdiction that have confirmed or are presumed to be affected o Verify unconfirmed sites as necessary o Transmit count of sites by jurisdiction to King County	1 list	8	\$0	\$0	List of affected sites
* D. Research potential new or growing sites o Identify sites that fall just under the 100 threshold o Develop a plan with the jurisdictions to conduct specific site research o Recommend actions or policies regarding new or growing sites	1 plan	30	\$0	\$0	Plan for conducting research Summary of findings and recommendations
2. Exception Requests					
A. Respond to employer exception questions o Maintain central employer information telephone line o Identify allowable exceptions for employer situations o Mail appropriate exceptions information to employer o Document employer contacts in the CTR database	67 calls	67	\$0	\$0	Quarterly Progress Report summary of employer contacts Monthly print-out of contact log detail
B. Review employer exception requests (exemption, extension, zone modification, affected employee adjustment, program modifications) and make recommendations to the jurisdiction o Respond to employer questions and suggest appropriate exceptions available to them o Send out appropriate information materials to employers o Evaluate the requests and make recommendations to jurisdictions	46 requests	230	\$2	\$92	Recommendation report for each applicable request Summary of exceptions actions

Tasks and description	Number units(est.)	Total Hours	Non-labor cost		Products
			/unit	total	
3. Program Review					
<ul style="list-style-type: none"> * A. Monitor program implementation <ul style="list-style-type: none"> o Draft a plan to monitor and enforce initial program implementation reflecting jurisdiction approach o Develop staffing/budget needs to implement o Conduct program implementation monitoring per jurisdiction schedule o Conduct site visits as necessary o Help employers quantify how to meet '95 goals o Coordinate with Program Implementation workshop activities 	114 sites	456	\$0	\$0	Plan with schedule and personnel assignments Summary of program implementation actions
<ul style="list-style-type: none"> B. Respond to employer program review questions <ul style="list-style-type: none"> o Maintain central employer information telephone line o Address specific program review or reporting questions per ordinance o Document employer questions in CTR database 	67 calls	67	\$0	\$0	Quarterly Progress Report summary of employer contacts Monthly print-out of contact log detail
<ul style="list-style-type: none"> C. Review 1994 employer programs <ul style="list-style-type: none"> o Notify employers of program review deadlines and requirements o Distribute Employer Program Report forms o Maintain employer information line o Monitor receipt of programs by jurisdiction deadlines o Follow-up on report questions with employers and MCTR's o Review programs per 1994 criteria o Make recommendations to jurisdictions o Inform employers of the jurisdiction final decision o Summarize program review activity for 1994 o Document all employer contacts in the CTR database 	114 sites	456	\$2	\$228	Site-specific evaluation/recommendation Site-specific hard copy files Quarterly Progress Report summary of employer contacts Summary of reports approved/disapproved
<ul style="list-style-type: none"> D. Support activities related to program review <ul style="list-style-type: none"> o Prepare presentations to employer network groups o Attend meetings with employers on request o Prepare materials for peer review groups 	24 meetings	72	\$0	\$0	Quarterly Progress Report summary of employer contacts Monthly printout of contact log detail
TOTALS - ORDINANCE ADMINISTRATION		1,491		\$395	

II. EMPLOYER ASSISTANCE

1. Employer training workshops and materials

Staff trainer and administrative support labor costs are shown below for each type of workshop. Workshop non-labor costs are estimated and will be finalized by lead agency group. Workshops will be offered county-wide and costs will be shared proportionately by East, South, and Seattle sub-areas.

Tasks and description	Number units(est.)	Labor /unit	Non-labor /unit	Total	Products
A. Conduct ETC Orientations for new ETC's at affected sites o Utilize curriculum and materials developed in 1993 o Deliver training based on Option 4 o Document workshop attendance in CTR database	3 workshops	\$717	\$560	\$3,830	Quarterly Progress Report summary of workshops and attendees Employer evaluations
B. Conduct Program Implementation workshops for affected sites o Utilize curriculum and materials developed in 1993 o Deliver training based on Option 2 o Document workshop attendance in CTR database	4 workshops	\$1,088	\$835	\$7,693	Quarterly Progress Report summary of workshops and attendees Employer evaluations
C. Prepare affected sites for 1995 measurement survey o Revise 1993 curriculum and materials for 1995 briefings o Register employers for January briefings	N/A	\$366	\$928	\$1,294	Information materials and briefing schedule
D. Conduct Program Development workshops for newly affected employers o Meet with site Program Manager to discuss site and identify start-up activities o Encourage baseline surveying o Explain how survey data is used to monitor progress o Provide program development training workshops developed in 1993 o Provide program development training materials developed in 1993 o Document workshop attendance in CTR database	4 workshops (county-wide)	\$929	\$900	\$1,683	Quarterly Progress Report summary of workshops and attendees Employer evaluations
E. Send workshop invitations o Write, print and send invitations to training modules	2 invitations	\$0	\$798	\$1,596	Training invitations and employer response cards
Totals - Employer training				\$16,094	

2. Technical Assistance

1.0 FTE (comprised of four MCTR's) will provide personalized assistance to affected sites preparing to implement approved programs. Projected tasks with estimated number of hours and projected costs are listed below. Priority for these tasks and potential new ones will be reviewed with the sub-area quarterly.

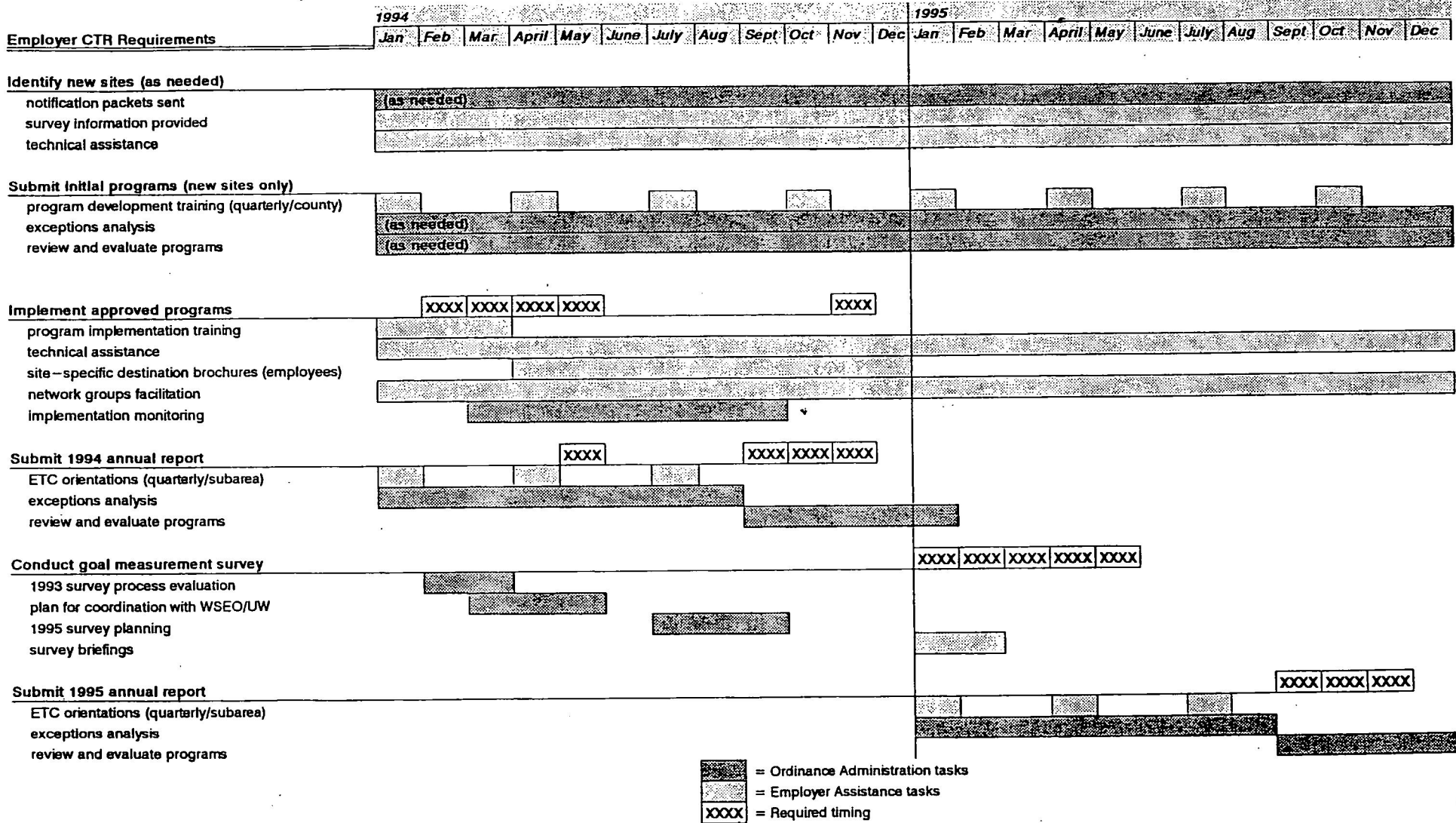
Tasks and description	Number units(est.)	Total Hours	Non-labor cost /unit	Non-labor cost total	Products
A. Assist in implementation and maintenance of programs o Provide technical support and guidance to ETC's o Coordinate development and production of destination brochure o Help develop site-specific implementation plan	114 sites	1,140	\$0	\$0	Quarterly Progress Report status
B. Recruit employers for workshops o Assist in development of workshop materials o Make follow-up contacts o Monitor attendance at workshops	114 sites	342	\$0	\$0	Quarterly Progress Report summary of workshops and attendees

<i>Tasks and description</i>	<i>Number units(est.)</i>	<i>Total Hours</i>	<i>Non-labor cost /unit total</i>		<i>Products</i>
C. Develop/coordinate employer networking groups o Facilitate small discussion groups of employers linked by geography or industry o Identify members, develop agendas, provide technical expertise to address needs o Continue to work with eight existing network groups o Identify and organize potential new groups	8 groups	160	\$0	\$0	Quarterly Progress Report of meetings and activities
D. Conduct case studies o Continue to conduct seven case studies o Document site conditions o Record all staff interactions	7 sites	105	\$0	\$0	Annual summary
E. Maintain site records and document contacts o Log all employer contacts re ordinance requirements in the CTR database o Maintain contact tally sheets	114 sites	342	\$0	\$0	Monthly printout of contact log detail
Totals - Technical Assistance		2,089		\$0	
3. Outreach					
* A. Maintain an on-going public relations campaign o Develop media relations activities to create awareness of and support for CTR Legislation	N/A	0	\$7,800	\$7,800	Campaign plan and summary
Totals - Outreach		0		\$7,800	
Total - EMPLOYER ASSISTANCE				\$23,894	

<i>Tasks and description</i>	<i>Number units(est.)</i>	<i>Total Hours</i>	<i>Non-labor cost</i>		<i>Products</i>
			<i>/unit</i>	<i>total</i>	
*7. Assist in development of peer review plan o Participate in KC Coordinating Committee sub-group to study peer review concepts o Identify potential affected employer participants in the process o Identify national resources to meet with, advise or visit o Develop procedures, timelines and staffing projections per committee guidelines	10 meetings	30	\$0	\$0	Draft Peer Review procedures
*8. Assist in assessment of employer recognition criteria o Analyze 1993 program elements and results o Assist sub-area in development of recognition criteria o Produce site information per criteria	10 meetings	30	\$0	\$0	Site analysis per criteria
Totals - JURISDICTION SUPPORT		1,024		\$11,022	

EASTSIDE CTR TASKS BY ORDINANCE REQUIREMENTS

Exhibit B



CITY OF KIRKLAND

METRO 1994 CTR CONTRACT
BUDGET SUMMARY
 (1/1/94 - 12/31/94)

The Eastside subarea budget is detailed below. The jurisdiction's share of the subarea budget is shown at the bottom of the page, distributed in proportion to the jurisdiction's share of the total allocation for the seven Eastside jurisdictions, indicated in the box below.

Total Eastside CTR allocation			\$222,438
City of	Kirkland	CTR allocation	\$29,268
City of	Kirkland	share of total Eastside	13.2%

		<i>Budget</i>	<i>Subarea</i>
		<i>Detail</i>	<i>Total</i>
Labor for Subarea:			
	1.0 Program Reviewer II	\$51,917	
	1.0 Corporate Transportation Rep	\$48,672	
			\$100,589
	Indirect @ 21.858%	\$21,987	
			\$21,987
Total Labor			\$122,576
Non-labor for Subarea:			
Task I	Ordinance Administration		
	1. Affected Status	\$75	
	2. Exception Requests	\$92	
	3. Program Review	\$228	
			\$395
Task II	Employer Assistance		
	1. Employer Training	\$16,094	
	2. Technical Assistance	\$0	
	3. Outreach	\$7,800	
			\$23,894
Task III	Jurisdiction Support		
	1. Program Administration	\$0	
	2. Office	\$9,272	
	3. Procedures Evaluation	\$500	
	4. Survey Plan	\$500	
	5. WSEO liaison	\$0	
	6. Annual Report	\$750	
	7. Peer review assistance	\$0	
	8. Employer Recognition	\$0	
			\$11,022
Estimated Non-labor Reimbursement			\$35,311
Fixed Labor		13.2% of \$122,576	\$16,128
Estimated Non-Labor Reimbursement		13.2% of \$35,311	\$4,646
Estimated Total Contract Amount			\$20,774