Form
A19-2A
(Rev. 1/91)

State of Washington
VOUCHER DISTRIBUTION

Vendor Name and Address	Agency Number	Location Code
Empowering Latina Leadership and Action (ELLA) PO Box 11149 Yakima, WA 98909	3030	GW4

Agency P.R. or Authorization Number
State of Washington
Department of Health
Office of Environmental Public Health Sciences
PO Box 47825
Olympia, WA 98504-7825

Agency Name and Location

Federal ID No. or Social Security No. (For Reporting Personal Services Contract Payments to I.R.S.) **SWV 0318360-00**
CBO 29930

Received By /s/Kayla Rodrigues

Date Received 09/10/24

Use Space Below as Worksheet to Develop or Explain the Goods or Services Purchased. **Staple Invoices on Back**

Invoice #	Amount
August 2024	$ 79,521.66

Prepared by	Telephone Number	Date	Agency Approval	Date
/s/Kayla Rodrigues	2546	10/11/24	/s/Reann Gibson	10/11/24

Doc. Date	Pmt Due Date	Current Doc No.	Ref. Doc No.	Vendor Number	Vendor Message	Use Tax	UBI Number
		54214	CBO29930	SWV0318360-00			

	Master Index			WorkClass	County	City/Town						

Ref Doc Suf	Trans Code	MOD	MASTER INDEX Fund -Appn-Program Index	Sub Obj	Sub Sub Obj	ORG INDEX	Alloc	Budget Unit	MOS	Project	Sub Proj	Proj Phas	Amount	Invoice Number
00	221	P	25101841	~~ER~~ NZ	~~R000~~ NSUB				2408				79,521.66	CBO29930-~~JUL1~~ AUG31,24

Accounting Approval for Payment		Date	Warrant Total	Invoice No.
/S/ MARSHA SOLMSSEN	5115	10/15/24	79,521.66	August 2024

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Contracts Payable Reports - Summary

AFRS Through Bien 2025 Fiscal Month 16

Title	Bien	Master Index	SSObj	BARS	Project	Contract #	Alloc Period	Contract Amt	Expend	Balance	Amt Over	Encumbrance
EMPOWERING LATINA LEADERSHIP AND - SWV0318360-00												
CONTRACT CBO29930 - EMPOWERING LATINA LEADERSHIP AND						5115						
CONTRACT PERIOD 7/1/2024 - 6/30/2025												
SFY24-25 ENVIR HEALT	2025	25101841	NZ-NSUB	- .- .-	2599-02	CBO29930-00	07/01/24 - 06/30/25	499,200.00	0.00	499,200.00	0.00	499,200.00
	CONTRACT CBO29930							**499,200.00**	**0.00**	**499,200.00**	**0.00**	**499,200.00**
	EMPOWERING LATINA LEADERSHIP AND - SWV0318360-00							**499,200.00**	**0.00**	**499,200.00**	**0.00**	**499,200.00**

DOH GRANT CBO29930

Statement of Work

EMPOWERING LATINA LEADERSHIP AND ACTION

Period of Performance: 7/1/2024 - 8/31/2024

Progress Report & Budget- Deliverable Based

Title and Purpose of Project: HEAL Community Capacity Grant: to educate and engage the Lower Yakima Valley communities on the topic of environmental justice, building community awareness, and developing community member advocates that are well informed and prepared to address harmful environmental issues that impact them.

Time Period of Performance: 7/1/2024 through 8/30/2025

FROM:

Empowering Latina Leadership and Action (ELLA)

PO Box 11149, Yakima WA 98909

(509) 506-0013

Maria Fernandez

Maria@WeAreELLA.org

TO:

DOH Contracts Manager

P.O. Box 47905

Olympia, WA 98504

Kayla.Stewart@doh.wa.gov

GOAL: ELLA will educate and engage Lower Yakima Valley communities on the topic of Environmental Justice, building community awareness and developing community member advocates that are well informed and prepared to address the harmful environmental issues impacting them.					
TASK	**DELIVERABLE**	**RATIONALE**	**IMPACT**	**TIMEFRAME**	**STATUS**
Task 1: Hire staff for EJ activities and state agency coordination	Three staff were hired in August, see attached offer letters.	Hiring qualified staff increases organizational capacity and community engagement	The Environmental Justice Coordinator and Community Advocate have started planning community engagement activities, and the data strategist offers logistical support	Due by July 31st	Completed
Task 2: Increase organization knowledge and understanding of the HEAL Act and principles of EJ	Training agendas, see attached Front and Centered agenda attended by staff	Staff attended Front and Centered training in order to create references for internal training	Staff feel an increased capacity for communicating about the HEAL act and onboarding new members	Ongoing	Ongoing
Task 3: Conduct baseline survey and assessment and focus group interviews	Survey and survey results, to be delivered in October	Staff have begun planning the survey and an implementation schedule	Creating a survey that will garner valid data points for action empowers the organization to plan community interventions	Due by 10/30/2024	Scheduled, to be completed by 10/30/2024

Task 4: Increase community knowledge of environmental justice and the HEAL Act	Community based outreach around the HEAL act and environmental justice has started through an organizational partnership with Alcon Media. Alcon Media is recording and editing a series of MiniDocs about the scope of work. **Currently being filmed and edited.**	The first step of increasing community self-advocacy is through the tradition of community storytelling, so that community members can understand the role that the environment plays in their lives, and can therefore understand the need for advocacy	ELLA has signed a subcontract with Alcon Media for spanish-language outreach. Community members involved in the planning stages are passionate about this work.	Contract is signed, with outreach to be delivered periodically until Jan 31st, 2025	Ongoing, 20% complete
Task 5: Increase community knowledge of specific environmental issues directly affecting them currently					In planning stage
Task 6: Create a youth advocacy team and plan of action based on youth identified environmental priorities					In planning stage
Task 7: Engage community members in developing a plan of action based on their priorities, advocating for a healthier environment, seeking industry and public official accountability for environmental and public health harms					In planning stage

Task 8: Engage community in storytelling about their lived experiences with their environment, how it has changed over time, how it impacts them, and what their hopes are for their community. We will create a short film documenting community involvement in environmental justice.					In planning stage
Task 9: Attend Environmental Justice Council meetings and agency briefings related to specific topics/areas.					In planning stage
Task 10: Provide clean water to communities dealing with water contamination needs when necessary.	Mabton Water Distribution	We provided water to Mabton residents experiencing water quality issues.	Mabton residents receive the essential resources they need when water quality is compromised by contamination	August 6, 2024	Ongoing
Task 11: Conduct post survey and assessment, and focus group interviews.					In planning stage
NOTES: July really represents the early planning and implementation stages to achieve our organizational goals. We've hired and begun the initial process of planning an implementation strategy that will start community engagement in September, and ramp up over the course of the fall, so that we are poised to hit all of our targets for community outreach. While we've set ambitious goals, we have a staff that is competent and motivated. In many ways the initial stages are the hardest, as it's really important to clearly articulate how tasks will be assigned and managed, how individuals in charge of different efforts will communicate with the organization as a whole, and setting reasonable benchmarks for outreach so that our efforts can meet or exceed what is needed to complete our grant obligations. We know that we likely haven't anticipated all of the roadblocks or barriers we will encounter, but we feel that these initial stages should help us avoid the barriers we can anticipate, and we're excited to dig into the real work of helping our communities self-advocate and work towards environmental justice.					

BUDGET BREAKDOWN:					
Budget Category:	**Amount Requested:**	**Justification:**	**Total applied so far:**	**Total applied to this invoice:**	**Total remaining in category:**
Personnel, salaries, and wages (2 FTE)	$162,000.00	Hiring qualified staff and offering competitive salaries increases organizational capacity	$0.00	$27,000.00	$135,000.00
Supplies	$86,000.00	Cost of computers, office supplies, and technological support for onboarding and utilization of new staff	$0.00	$8,655.66	$77,344.34
Travel	$18,000.00	Travel expenses related to organizational work	$0.00	$3,000.00	$15,000.00
Administrative Costs	$83,200.00	Costs incurred through oversight and maintenance of workspace, July and August	$0.00	$13,866.00	$69,334.00
Additional Costs	$150,000.00	Costs for survey consultant, media consultant, marketing, advertising and promotion	$0.00	$27,000.00	$123,000.00

		Total Award:	Total Invoiced prior:	This invoice:	Remaining:
		$499,200.00	$0.00	$79,521.66	$419,678.34

SCTASK0761330 - RUSH 020: CBO29930 | 2024-10-15

Save Changes | Save and Submit | Cancel Ticket

Ticket Information

Number	SCTASK0761330
Opened by	Reann E Gibson
Short description	RUSH 020: CBO29930 | 2024-10-15
Opened	10-14-2024 18:48:46
Status	Open
Assignment group	A19-Accounting
Assigned To *	Marsha H Solmssen

Request Payment for Contract Invoice

Request Information

Requested by

Kayla M Rodrigues

Requested By Supervisor

Reann E Gibson

Requested By Email

Kayla.Stewart@doh.wa.gov

***Contract Number**

CBO29930

*** Contractor Legal Name**

Please see the following URL for more information https://secure.dor.wa.gov/gteunauth/_/

EMPOWERING LATINA LEADERSHIP AND

*** Statewide Vendor #**

SWV0318360-00

Optional DBA Name

Invoice Number

August 2024

Modifier

1

*** A19 Payments**

Add | Remove All

Actions	Month of Service	MI Number	MI Number Not Found	Other MI Number	Amount	Va
	2024-08	25101841	No		79,521.66	Pe

Total Amount

79,521.66

*** Division**

ENVIRONMENTAL PUBLIC HEALTH

*** Office**

ENVIRONMENTAL PUBLIC HEALTH SCIENCES

Date Received from Contractor

09-10-2024

*** A19 Reviewer**

Reann E Gibson

☐ Is a Rush Payment needed?

Rush Payment Approval History

10-14-2024 18:48:46
- Rush Payment Reason: Contractor cashflow issue
approved by: Abby D Chavez

A19 Reviewer Task

☑ *I approve this to move forward to accounting

If Loopback is needed, select reason for sending this back to a previous step in the workflow

A19 Review Comment Box

Contract Manager Loopback Task

Contract Manager Comment Box

Contract Payment Request Task

If Loopback is needed, select reason for sending this back to a previous step in the workflow

Accounting Comment Box

Attachments

CBO29930 ELLA $79,521.66.pdf (437.5 KB)

5d ago

Save

Redaction Date: 4/22/2025 7:58:47 AM

Redaction Log

Total Number of Redactions in Document: 4

Redaction Reasons by Page

Page	Reason	Description	Occurrences
9	31 IT Security	RCW 42.56.420(4): Security -- Security of computer and information regarding the public and private infrastructure of telecommunication networks where release increases risks to the confidentiality integrity or availability of agency security information technology infrastructure or assets is exempt from public inspection and copying. Includes: security passwords, security access codes and programs, access codes for secure software applications, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other such information the release of which may increase risk to the confidentiality, integrity, or availability of security, information technology infrastructure, or assets.	1
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Redaction Date: 4/22/2025 7:58:47 AM

Redaction Log

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