



**Interagency Agreement with**

**Harborview Medical Center**

**through**

**Office of Firearm Safety and Violence Prevention – Community Safety  
Unit**

**Contract Number:  
S24-34464-003**

**For** To provide a counseling and referral service for victims, friends, and family members impacted by gun violence and community professionals, legal practitioners, health providers, and others who engage with them.

**Dated:** Saturday, July 1, 2023

## Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>FACE SHEET .....</b>	<b>3</b>
<b>SPECIAL TERMS AND CONDITIONS .....</b>	<b>4</b>
1. AUTHORITY .....	4
2. CONTRACT PERIOD OF PERFORMANCE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3. CONTRACT MANAGEMENT .....	4
4. COMPENSATION .....	4
5. BILLING PROCEDURES AND PAYMENT .....	4
6. SUBCONTRACTOR DATA COLLECTION .....	5
7. INSURANCE .....	5
8. FRAUD AND OTHER LOSS REPORTING .....	5
9. ORDER OF PRECEDENCE .....	5
<b>GENERAL TERMS AND CONDITIONS .....</b>	<b>6</b>
1. DEFINITIONS .....	6
2. ALL WRITINGS CONTAINED HEREIN .....	6
3. AMENDMENTS .....	6
4. ASSIGNMENT .....	6
5. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION .....	6
6. COPYRIGHT .....	7
7. DISPUTES .....	7
8. GOVERNING LAW AND VENUE .....	8
9. INDEMNIFICATION .....	8
10. LICENSING, ACCREDITATION AND REGISTRATION .....	8
11. RECAPTURE .....	8
12. RECORDS MAINTENANCE .....	8
13. SAVINGS .....	8
14. SEVERABILITY .....	8
15. SUBCONTRACTING .....	8
16. SURVIVAL .....	9
17. TERMINATION FOR CAUSE .....	9
18. TERMINATION FOR CONVENIENCE .....	9
19. TERMINATION PROCEDURES .....	9
20. TREATMENT OF ASSETS .....	10
21. WAIVER .....	11
<b>ATTACHMENT A: SCOPE OF WORK .....</b>	<b>12</b>
<b>ATTACHMENT B: BUDGET .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>

**Face Sheet**

Contract Number: S24-34464-003

**Washington State Department of Commerce  
Community Services Division  
Office of Firearm Safety and Violence Prevention – Community Safety Unit  
Harborview Violence Intervention Program**

<b>1. Contractor</b> Harborview Medical Center 325 9 <sup>th</sup> Avenue, Box 359760 Seattle, WA 98104		<b>2. Contractor Doing Business As (as applicable)</b>  		
<b>3. Contractor Representative</b> Jaclyn Cook Associate Director of Social Work 206-744-3583 Jdc22@uw.edu		<b>4. COMMERCE Representative</b> Katie Shaler Grant Program Manager Katie.shaler@commerce.wa.gov		
<b>5. Contract Amount</b> \$1,639,190	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>7. Start Date</b> July 1, 2023	<b>8. End Date</b> June 30, 2025
<b>9. Federal Funds (as applicable)</b>		<b>Federal Agency:</b> <u>ALN</u>		
<b>10. Tax ID #</b> 91-1631806	<b>11. SWV #</b> SWV0024602-01	<b>12. UBI #</b> 578037394	<b>13. UEI #</b> RSMSNTV2Z425	
<b>14. Contract Purpose</b> To provide a counseling and referral service for victims, friends, and family members impacted by gun violence and community professionals, legal practitioners, health providers, and others who engage with them.				
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of work, Attachment "B" – Budget Attachment "C" Harborview Needs Fund				
<b>FOR CONTRACTOR</b>  <small>2C5C7EABB8134B0</small> Sommer Kleweno-Walley, Chief Executive Officer  9/19/2023   9:40 AM PDT  Date		<b>FOR COMMERCE</b>  <small>6A85C9B610494EF</small> Cindy Guertin-Anderson, Assistant Director  9/19/2023   5:08 PM PDT  Date  <b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE</b>		

## **Special Terms and Conditions**

### **1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

### **2. CONTRACT 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 Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

### **3. COMPENSATION**

COMMERCE shall pay an amount not to exceed \$1,639,190 for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

#### **EXPENSES**

Contractor shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Contractor for authorized expenses shall not exceed \$1,639,190 which amount is included in the Contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. Contractor shall receive compensation for travel expenses at current state travel reimbursement rates.

### **4. BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number **S24-34464-003** If expenses are invoiced, provide a detailed breakdown of each type. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

#### **Invoices and End of Fiscal Year**

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

**5. SUBCONTRACTOR DATA COLLECTION**

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

**6. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

**7. FRAUD AND OTHER LOSS REPORTING**

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

**8. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Attachment C – Harborview Needs Fund

## **General Terms and Conditions**

### **1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, 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. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- 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, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

### **2. ALL WRITINGS CONTAINED HEREIN**

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

### **3. AMENDMENTS**

This Contract 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.

### **4. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

### **5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION**

- A. "Confidential Information" as used in this section includes:
  - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor 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 Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE 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.

## 6. **COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE 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 Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE 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 Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE 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 Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, 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 Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

## 7. **DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As

an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**8. GOVERNING LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**9. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**10. LICENSING, ACCREDITATION AND REGISTRATION**

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

**11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

**12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor 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 contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, 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.

**13. 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 Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

**14. SEVERABILITY**

The provisions of this contract 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 contract.

**15. SUBCONTRACTING**

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.



If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**16. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

**17. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (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 COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

**18. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

**19. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE 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 COMMERCE, 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 COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE 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 Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. 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;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. 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 contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

## **20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further

damage.

- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

**21. 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 Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

## **Attachment A: Scope of Work**

The FY24-25 Budget Bill allocated funding "for grants to support existing programs and capacity building for new programs providing evidence-based violence prevention and intervention services to youth who are at high risk to perpetrate or be victims of firearm violence and who reside in areas with high rates of firearm violence."

### **PROJECT STATEMENT**

Firearm proliferation and injury constitutes a major public health problem in the U.S. Young men of color are disproportionately impacted. Harborview Medical Center (Harborview or HMC) serves as the only Level 1 adult and pediatric trauma center in Washington. As such, Harborview takes care of the vast majority of seriously injured patients in the state including those injured by firearm violence. The last several years have consistently set records as the most violent years for Harborview and Washington in the number of patients with firearm-related injuries. It has become increasingly clear that community needs extend far beyond surgical and medical care.

In light of the increasing evidence supporting hospital-based or -linked violence intervention programs, Harborview Medical Center has partnered with community organizations in King County (Regional Peacekeepers collective). Harborview is also working to establish relationships with community organizations across the state. Harborview launched a pilot hospital-linked violence intervention program in the fall of 2021 specifically focused on 12-24 year olds from King County injured by gun violence. Through this partnership Harborview was able to provide high-risk youth and their families intense wraparound support services at the time of discharge and beyond with the goal of decreasing recidivism while also improving quality of life, building social support networks and creating viable alternatives to violence. This program was started with one intervention specialist, a survivor of gun violence himself, providing peer support in the hospital and ensuring coordination of care with our community partners at the time of discharge.

Starting in 2022 with additional funding from OFSVP, Harborview has been able to build a program around this work. As detailed below, there is an entire team of individuals working to: 1) address root causes of violence and social determinants of health, 2) provide culturally relevant peer support, 3) coordinate holistic multidisciplinary care, and 4) ensure wrap around care after hospital discharge in coordination with our community partners for *all* patients with injury related to gun violence and cared for at Harborview. This means that Harborview can provide these services for patients of all ages and for patients who live outside of King County. Harborview has now completed the hiring process and successfully onboarded a motivated, talented and caring group of individuals to move this important work forward.

This project focuses on continuing to support the Harborview violence intervention team as they implement this important and challenging work in partnership with our community partners across the state.

### **GOALS AND OBJECTIVES**

The overarching goals of Harborview's Violence Intervention and Prevention Program are:

- 1) To provide culturally relevant evidence-based care for survivors of gun violence and their families that addresses the root causes of violence while ensuring holistic care and wrap around support services delivered in close collaboration with the local community. On a broader level the program aims to improve quality of life, support education and employment

opportunities, provide mentorship, and decrease repeat violent injury for individuals impacted by gun violence.

- 2) To increase collaboration among trauma centers across the state with regards to violence intervention efforts. This over time will involve Harborview Medical Center serving as a resource for other centers across the state and creating a collaborative network of hospital and community partners working together in this space.

On a more granular level our goals over the next 1- 2 years are as follows:

**A. Violence Intervention and Prevention (VIP) Program Support**

1. VIP team: Continue to support all of the critical VIP staff members as detailed in Figure 1. This includes salary support and benefits.
2. Program administrative support: Introduce programmatic support for program management with administrative support and budget fiscal analyst support for the program.
3. Team building: Introduce team building sessions for VIP team members. This is challenging work and there are unique struggles associated with working in this space. As a result, without the right support structures in place the rate of burn out can be extremely high. We want to ensure that as we build this program we are addressing the needs of our VIP staff. As such we have included support for team building and lunch sessions that will allow staff members to decompress and discuss challenges in a safe place. We will maintain open communication and consider additional support as we continue to develop the program.
4. Team professional development: It is critically important that we support the professional development of our VIP team members. We plan to have team members attend the annual Health Alliance for Violence Prevention (HAVI) Conference which is an incredible opportunity for education and networking.
5. Health Alliance for Violence Intervention (HAVI) programmatic support: It is critical that we build this program on a solid foundation and as such have proposed contracting with HAVI for programmatic support. Our leadership group has had several discussions with the HAVI and feel that the intense programmatic support that they offer (as an annual membership for developing programs) will be extremely valuable. This will allow us to ensure that we are appropriately supporting our team members, building the program in an evidence based fashion, considering documentation and billing options, among other benefits.
6. Website Support: We believe it is critical that as we build this program as the only Level 1 adult and pediatric trauma center in the state, that we also consider making our knowledge and resources available to our partner trauma centers throughout the state. After initial discussions at the state-wide Trauma Advisory Council meeting we feel that a well organized website is the ideal way to do this. Within this website we plan to include: 1) HMC VIP program details including recognition of team members, 2) patient testimonials and success stories, 3) resources for other trauma centers (information for other institutions to easily reach our team for assistance, important community partners across the state and information regarding how to contact them, and other critical resource support).

**B. Patient Support**

1. Patient support for critical needs: The program aims to provide peer support with credible messengers in the hospital, assistance with navigating the system and resources and holistic medical and surgical care. In addition, the program will ease the transition back into the community with wrap around support services delivered in partnership with our community partners. Many of our patients have underlying challenges with social determinants of health that are contributing root causes of violence. We have introduced social determinants of health screening and have included in the budget funds to support critical patient needs (transportation, food, short term safe housing, etc.) around the time of patient discharge.
2. Patient support through credible messengers: The entire program otherwise centers around patient support in other also very important ways as has been detailed.

**C. Reporting and Program Evaluation**

1. Reporting to COMMERCE: In this first stage we have developing a reporting template that we will maintain and continue to provide to COMMERCE on a monthly basis.
2. Program Evaluation: We have continued to work with the University of Washington Department of Epidemiology and Firearm Injury Prevention & Research Program (FIPRP) on evaluation metrics. This has resulted in several critical conversations between Harborview, our community partners and FIPRP regarding important evaluation metrics and processes. We plan to continue to work closely with this group as we consider the best ways to evaluate the success of the program while also understanding opportunities for improvement To date, with our FIPRP partners, we have developed a Social Impact Evaluation outline and plan to translate this into an assessment for patients to complete. For the time they spend completing this evaluation, we will compensate patients with a gift card and have built funds for this into the budget.

**D. Outreach and statewide relationship building**

1. We believe that it is critical for HMC to share what we learn and our resources with our partner trauma centers across the state. As the only Level 1 trauma center and the busiest trauma center in the state we believe we must lead the charge in violence intervention/prevention work while sharing it with our partner institutions. We introduced our efforts to date and future plans to leaders from partner trauma centers at a recent Trauma Advisory Council (TAC) meeting. Our work and resources will be shared with other trauma centers by:
  - a. Building a website that includes up-to-date information on resources available (especially those available in the community for patients to help with recovery/social determinants of health). This sharing of experience and resources will be critical so that we are working in partnership across the state.
  - b. Our team (especially social work leadership, resource navigators) will be available for consultation to help guide colleagues at partner institutions. We are working on developing a system to allow for this type of consultation.
  - c. Our team has already been in touch with some other trauma centers in the state and we have been invited to present our program and experience to date in this work with trauma care providers at these institutions. We will remain in touch with these centers and will also reach out to others to share our experience and resources.

## Attachment B: Budget

The Budget for the award period of July 1, 2023 through June 30, 2025 is \$819,595 for SFY 2024 and \$819,595 for SFY 2025, totaling \$1,639,190 over the period of performance.

Harborview Medical Center may shift up to 10% of the total award between budget categories or functions without further approval provided that the shift will not cause a major change to the Scope of Work or shift costs between fiscal years.

Program Budget					
Funding period July 1, 2023 - June 30, 2025					
Agency Name:	Harborview Medical Center				
Program Name:	Violence Intervention Program				
Contract Number:	\$24-34464-003				
Amount by Fund Source					
Item	COMMERCE Funding	Other Fund Source	Other Fund Source	FY 24 Total	FY 25 Total
<b>PERSONNEL SERVICES</b>					
Salaries (Full- & Part-Time)	\$ 890,286	\$ -	\$ -	\$ 445,143	\$ 445,143
Personnel Benefits	\$ 323,086	\$ -	\$ -	\$ 161,543	\$ 161,543
<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$ 1,213,372</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 606,686</b>	<b>\$ 606,686</b>
<b>GOODS &amp; SERVICES</b>					
Office Supplies	\$ 4,000	\$ -	\$ -	\$ 2,000	\$ 2,000
Operating Supplies <sup>2</sup>	\$ 112,000	\$ -	\$ -	\$ 56,000	\$ 56,000
Equipment <sup>3</sup>	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ 5,000
Consultant and Subcontracted	\$ 90,800	\$ -	\$ -	\$ 45,400	\$ 45,400
Automobile Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Duplicating	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL - GOODS &amp; SERVICES</b>	<b>\$ 216,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 108,400</b>	<b>\$ 108,400</b>
Travel (Conference)	\$ 30,000	\$ -	\$ -	\$ 15,000	\$ 15,000
Training	\$ 20,000	\$ -	\$ -	\$ 10,000	\$ 10,000
Other Misc. Expenses <sup>5</sup>	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ 5,000
<b>SUBTOTAL - TRAVEL, TRAINING, OTHER</b>	<b>\$ 60,000</b>			<b>\$ 30,000</b>	<b>\$ 30,000</b>
Indirect & Administration Costs <sup>6</sup>	\$ 149,017	\$ -	\$ -	\$ 74,509	\$ 74,509
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,639,190</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 819,595</b>	<b>\$ 819,595</b>

<sup>1</sup> Identify specific funding sources included under the "Other" column(s) above:	<sup>2</sup> Operating Supplies - Itemize below:
	Gift cards for patient assistance \$ 50,000.00
	Incentive for survey completion \$ 6,000.00
<b>Total</b>	<b>Total \$ 56,000.00</b>
<sup>3</sup> Equipment - Itemize below:	<sup>4</sup> Consultant and Subcontracted Services - Itemize below:
AV Equipment for VIP office \$ 5,000	HAVI support \$ 30,000
	HAVI annual membership \$ 400
	VIP Website Design \$ 15,000
<b>Total</b>	<b>Total \$ 45,400</b>
<sup>5</sup> Other Miscellaneous Expenses - Itemize below: (2x/month)	<sup>6</sup> Indirect Administration Costs - Itemize
\$5,000	10% de minimis rate \$ 74,509
<b>Total</b>	<b>Total \$ 74,509</b>

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Program: CSU	
ContractNumber: S24-34464-003	
DocumentType: Other	
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Certificate Pages: 6	Initials: 3
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
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katie.shaler@commerce.wa.gov  
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Amanda Helfer  
amanda.helfer@commerce.wa.gov  
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kate.kelly@commerce.wa.gov  
Security Level: Email, Account Authentication (None)



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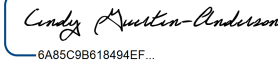
Sommer Klewno Walley  
sklewno@uw.edu  
Chief Executive Officer  
Harborview Medical Center  
Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**  
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Cindy Guertin-Anderson  
cindy.guertin-anderson@commerce.wa.gov  
Assistant Director, Commerce  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
6A85C9B618494EF...  
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Susie Salem  
ssalem2@uw.edu  
Grants & Contracts Manager  
Harborview Medical Center  
Security Level: Email, Account Authentication (None)

**VIEWED**  
Using IP Address: 205.175.116.112

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Carbon Copy Events	Status	Timestamp
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Susie Salem  
ssalem2@uw.edu  
Grants & Contracts Manager  
Harborview Medical Center  
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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