

A. Shared Services Coordinator (SSC) and heads of participating municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical assistance meeting(s) (late 2025-early 2026 / T2)

B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting requirements (OLRH to provide template email). (Estimated T1/T2/T3)

C. SSC or equivalent shall ensure SAPHE 2.0 reporting compliance of all participating municipalities (January - February 2026 / T2)

D. SSC to ensure that all PHE funded staff complete LPH Workforce Survey. SSC to support OLRH in encouraging local public health staff employed by participating municipalities to complete LPH Workforce Survey (Estimated T2)

E. Vendor shall ensure that Participating Municipalities fully onboard to METRIK and complete inspections for available modules (e.g., Food Inspections, Bathing Beaches, Lab Results, Housing, etc.) in FY26, OR upload documents following instructions from OLRH to complete the document review process. (Estimated T3)