AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Colorado Department of Public Health & Environment; Tobacco Education and Prevention Partnership Grant

Action Requested: Motion

Parties to the Agreement: CO Department of Public Health and Gunnison County

Term Begins: 7/1/2014 **Term Ends:** 6/30/2015 **Grant Contract #:** 14-55413

Summary:
Continuation of grant for 3 year CDPHE Tobacco Education and Prevention Partnership Grant Scope of work and budget for review - no signature needed at this time. Contract will be routed when issued.

Fiscal Impact: $26,084

Submitted by: J. Reinman **Submitter's Email Address:** Jreinman@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

This is the renewal application for the Tobacco Program in GCSAPP. It is included in the County budget in 2014. Indirect cost reimbursement of $2,467 is included in this grant.

Reviewed by: GUNCOUNTY1\BCOWAN Discharge Date: 1/3/2014

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 1/3/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: Consent

Agenda Date: 1/7/2014 Follow Up Agenda Date: n/a

Revised April 2013

ALL ENTITIES-Complete this Header Section

Institution/Organization Legal Name: Gunnison County
EIN: 846000770

CONTACT FORM

CONTACT INFORMATION
ALL ENTITIES (Vendors/Contractors/Grantees)-Complete this Section

Institution/Organization Contact and Legal Address

Name: Gunnison County
Address: 200 E Virginia Gunnison CO 81230-2248
City, State, Zip+4:
Telephone: 970-641-7600 Fax: Email: Khaase@gunnisoncounty.org
Performance site same as address above? Yes ☑ No ☐
Congressional District: Place of Performance Congressional District, if different

Administrative Contact

Name: Matthew Birnie
Address: 200 E Virginia Ave
City, State, Zip+4: Gunnison CO 81230-2248
Telephone: 970-641-7600 Fax: Email: mbirnie@gunnisoncounty.org

Principal Investigator (Place of Performance)

Name: Matthew Kuehlhorn
Address: 225 N Pine Street
City, State, Zip+4: Gunnison CO 81230-2248
Telephone: 970-642-7396 Fax: Email: mKuehlhorn@gunnisoncounty.org

Financial Contact

Name: Jane Wyman
Address: 200 E Virginia Gunnison CO 81230-2248
City, State, Zip+4: Gunnison CO 81230
Telephone: 970-642-7671 Fax: Email: jwyman@gunnisoncounty.org

Authorized Signature Official

Name: Matthew Birnie
Address: 200 E Virginia Ave
City, State, Zip+4: Gunnison CO 81230-2248
Telephone: 970-641-7600 Fax: Email: mbirnie@gunnisoncounty.org

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET JUSTIFICATION FORM
Contract Routing # 14FLA55413

Contractor Name	Gunnison County
Budget Period	July 1st, 2014 - June 30th, 2015
Project Name	Gunnison County Substance Abuse Prevention Project (GCSAPP)

Program Contact Name, Title, Phone and Email	Matthew S. Kuehlhorn, Project Director, 970.642.7396, mkuehlhorn@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970.641.7671, jwyman@gunnisoncounty.org

Expenditure Categories						**Match or In-Kind (If Applicable)**	**Total Amount Requested from CDPHE**
Personal Services			**Gross or Annual Salary**	**Fringe**	**Percent of FTE on Project**		
Program Coordinator	Coordinator will develop and facilitate meetings and recruitment opportunities and oversee the function of coalition. Position is budgeted at 20 hours per week (50% FTE) at $17.35 per hour for twelve months	All	$36,082.00	$4,826.00	50.00%		$20,454.00
							$0.00
Total Personal Services (including fringe benefits)			**$36,082.00**	**$4,826.00**	**1**	**$0.00**	**$20,454.00**
Supplies & Operating Expenses							
Item	**Description of Item**		**List objective/activity number(s) this budget item supports**	**Rate**	**Quantity**	**Match or In kind (if applicable)**	**Total Amount Requested from CDPHE**
Phone	Coordinator is not established with GCSAPP office and has communication needs--current reimbursement rate is $35 per month		All	$35.00	12		$420.00
Advertise Coalition Meetings and Invitations	Circulate Coalition Meeting Schedule with invitation to join, event and activity advertisement, through various media outlets including newspaper--$150 per 1/4 page ad, 6 ads maximum, and/or post card flyers or posters as budget allows		Goal1, Deliverable 1, Activity 1.1, 1.2	$150.00	6		$900.00
Coalition events	Education, Awareness and Prevention materials for presentations, events and tobacco cessation projects, graphic art designs for advertising and presentation, location rental -- all necessary materials for two events@ $97.50		Goal1, Deliverable 1, Activity 1.5	$97.50	2		$195.00
Education presentations	Education, Awareness and Prevention materials for presentations, events and tobacco cessation projects, graphic art designs for advertising and presentation, location rental -- all necessary materials for six presentations @ $50		Goal1, Deliverable 1, Activity 1.4	$50.00	6		$300.00
					Total Supplies & Operating Expenses	**$0.00**	**$1,815.00**
Travel							
Item	**Description of Item**		**List objective/activity number(s) this budget item supports**	**Rate**	**Quantity**	**Match or In kind (if applicable)**	**Total Amount Requested from CDPHE**
Travel	Travel is for Coordinator to attend two, two-day trainings in Denver as requested in Continuation Guidance--237.5 mile drive one-way, four times (950 miles total at .56 mileage reimbursement)		All	0.56	950		$532.00

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET JUSTIFICATION FORM
Contract Routing # 14FLA55413

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Budget Period	July 1st, 2014 - June 30th, 2015
Project Name	Gunnison County Substance Abuse Prevention Project (GCSAPP)

Program Contact Name, Title, Phone and Email	Matthew S. Kuehlhorn, Project Director, 970.642.7396, mkuehlhorn@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970.641.7671, jwyman@gunnisoncounty.org

Lodging	Lodging is for Coordinator to attend two, two-day trainings in Denver as requested in Continuation Guidance--Hotel stays at maximum $150 for two nights per two day training	All	$150.00	4		$600.00
Meals	Meal Stipend is for Coordinator to attend two, two-day trainings in Denver as requested in Continuation Guidance--stipend for three days per two day training to compensate travel time ($36 per diem rate * 6 days)	All	$36.00	6		$216.00
				Total Travel	**$0.00**	**$1,348.00**
Contractual (payments to third parties or entities)						
Item	**Subcontractor Entity Name and/or Description of Item.**	**List objective/activity number(s) this budget item supports**	**Rate**	**Quantity**	**Match or In kind (if applicable)**	**Total Amount Requested from CDPHE**
				Total Contractual	**$0.00**	**$0.00**
				SUB-TOTAL BEFORE INDIRECT		**$23,617.00**
Indirect						
Item	**Description of Item**					
Negotiated Indirect cost rate	10.45% of Total Direct Cost (Can go higher though capped at a total $26,084 per CDPHE)					$2,467.00
Indirect (other): please list specific indirect costs in description if no rate exists						
Indirect (other): Contractual rate, if applicable						
				Total Indirect	**$0.00**	**$2,467.00**
				TOTAL MATCH OR IN KIND	**$0.00**	
					TOTAL	**$26,084.00**

STATEMENT OF WORK
To Contract Dated 01/17/2012 - Contract Routing Number **13 FAA 00023**

These provisions are to be read and interpreted in conjunction with the provisions of the Contract/Task Order Contract specified above.

Project Name: Coalition, Collaboration and QuitLine Support

Project Term: July 1, 2014- June 30, 2015

I. **Project Description:** The Gunnison County Substance Abuse Prevention Project (GCSAPP) and the CREW youth coalition support the 2020 Goals of the Tobacco Education, Prevention and Cessation Grant Program to increase tobacco cessation, reduce initiation of tobacco use, decrease tobacco prevalence among youth and decrease exposure to secondhand smoke.

II. **Definitions:**

III. **Performance Requirements/Deliverables:**

Calendar Quarters (Q): Q1-July 1-September 30; Q2-October 1-December 31; Q3-January 1-March 31; Q4-April 1-June 30

Goal Area: Goal Five: Strategies to decrease tobacco initiation among youth, especially high burden and low SES populations

Deliverable 1: By June 30, 2015, GCSAPP's youth coalition will host presentations and events focused on education and awareness of the dangers of tobacco use and thus help maintain the current low percentage of use among students and increase perceptions of the dangers of tobacco use by 3%-5% on the Healthy Kids survey, through increased exposure to prevention materials.				
Target Population: Gunnison County Youth and Young Adults aged 15-21				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 1: The Gunnison County Substance Abuse Prevention Project (GCSAPP) youth coordinator will hold bi-monthly (at minimum) coalition meetings.	**Q1,Q2,Q3,Q4**	• **# of coalition meetings** • **Pre and post surveys for coalition members**	**June 30, 2015**	**Gunnison County Substance Abuse Prevention Project (GCSAPP)**

Activity 2: Coalition members will plan and develop timelines for the year which will include at least two events and six presentations that will engage youth and young adults in the school and community.	**Q2,Q3,Q4**	• **Developed Events Plan and Schedule** • **# of attendees at each event**	**October 30, 2014**	**GCSAPP**
Activity 3: Disseminate information about the youth coalition events and schedules and tobacco cessation to high schools, the University, the Juvenile Services Director and the community through newspaper articles and social media to promote attendance, awareness and tobacco cessation education.	**Q1,Q2,Q3,Q4**	• **Developed articles and advertisements** • **Schedule available and posted to all venues** • **# of venues targeted** • **# of attendees at presentations**	**June 30, 2015**	**GCSAPP**
Activity 4: Present a minimum of four times to the high school and/or middle school, to include student leadership, club fairs, parent booster club, PTA, health fair events, red ribbon week, and service learning projects, sharing the coalition's purpose and increasing awareness about the dangers of tobacco use.	**Q2,Q3,Q4**	• **Presentations documented on GCSAPP tracking form** • **# of attendees at presentation**	**June 30, 2015**	**GCSAPP**
Activity 5: Present to the University or community a minimum of two times. Points of contact; health clinics, student classes, and other welcoming venues, to share the coalition's purpose and opportunities to work on reducing tobacco use and increasing awareness of the dangers of tobacco among youth and	Q3,Q4	• **Sign-up sheet attendance for recruited members of coalition** • **# of attendees at presentation**	**June 30, 2015**	**GCSAPP**

young adults.				

Deliverable 2: By June 30, 2015, at least one GCSAPP staff member will participate in a minimum of 2 STEPP required trainings/activities.				
Target Population: GCSAPP Staff				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 2.1: At least 1 staff member will attend the STEPP Statewide tobacco control conference.	Q2	Certificate of attendance	December 31, 2014	GCSAPP
Activity 2.2: At least 1 staff member will attend the Shaping Policy for Health training session	Q1, Q2, Q3, Q4	Certificate of attendance	June 30, 2015	GCSAPP

The Contractor shall obtain from its subcontractors and maintain, at minimum, a Memorandum of Understanding or binding contractual agreement and provide a copy, upon request, to the State within fifteen (15) calendar days of the execution date of the contract

B. Progress Reports

Contractor shall participate in state-level evaluation efforts as requested by the State including, but not limited to, progress reports on the implementation and accomplishments of the approved Statement of Work in a format provided to the Contractor by the Tobacco Program Generalist. Progress reports shall be due fifteen (15) days after each calendar quarter.

Failure to submit progress reports in accordance with the above time frames may result in a delay or denial of the reimbursement request for those periods.

IV. Personnel:

Contractor must notify the State within thirty (30) days of a change of the Project Director or Principal Investigator responsible for the performance of services provided under this Contract.

V. Monitoring:

Monitoring Provision for LPHAs

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Tobacco Program Generalist. Methods used will include review of documentation reflective of performance including progress reports and other documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

Monitoring Provisions for all others regardless of PSD risk rating

CDPHE's monitoring of this contract for compliance with fiscal performance requirements is based in part on a fiscal risk assessment conducted prior to contracting, contractor fiscal and programmatic performance during the contract period and contractor compliance with contractual terms and conditions during the contract period. Monitoring will be conducted by the Tobacco Program Generalist and methods used will include review of documentation reflective of performance, including progress reports and other documentation as applicable. The contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

VI. Resolution of Non-Compliance:

The Contractor will be notified in writing within **30** calendar days of discovery of a compliance issue. Within **45** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the Tobacco Program Generalist and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Remedies section of the General Provisions of this contract.