AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Amendment for Task Orders #2; Colorado Department of Public Health and Environment, PSD-STEPP, FLA, Contract Routing Number 15-67520; Tobacco Cessation, Use Initiation and Prevalence Among Youth, and Decrease Exposure to Secondhand Smoke; 7/1/14 thru 6/30/15; $26,084

Action Requested: County Manager Signature

Parties to the Agreement: CDPHE and GCSAPP

Term Begins: **Term Ends:** **Grant Contract #:** 15-67520

Summary:
The CDPHE Contract needs County Manager Signature and returned to CDPHE for execution.

Fiscal Impact: $26,084

Submitted by: Matthew Kuehlhorn **Submitter's Email Address:** mkuehlhorn@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

This is a renewal CDPHE Tobacco Grant. This award is in the County's current budget. We will receive 10.44% Indirect Cost.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/7/2014

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

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 5/6/2014 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 5/8/2014

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

Agenda Date: 5/20/2014 Follow Up Agenda Date:

Revised April 2013

Colorado Department of Public Health & Environment
Instructions for Contract Processing

(New Contract OR Amendment used for any type of modification)

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Intergovernmental Entities/Local Health Agencies

I. Contract Document

☐ **Print** – 3 copies of the PDF contract document attached to the email. Double sided printing is encouraged but optional. Single sided copies will be accepted.

☐ **Signatures** – Each of the 3 contract documents must be signed by the signature authority for your organization. Original signatures are required. Please use blue ink if possible.

II. Signature Authority

***Attention Local Health Agencies:** Some agencies have signature authority letters on file with CDPHE. If your agency does not, please read and comply with the following instructions*

If the **individual signing your contract document is NOT listed below** as the signature authority for your entity type, you must provide 1 copy of a **Signature Authority Letter** or other regulatory document (resolution, charter, ordinance, etc) confirming the individual has the authority to enter into contracts on behalf of the organization.

- **Counties** – Board of County Commissioners Chairperson or Executive Director
- **County or District Board of Health** – Board of Health President or Executive Director
- **County or District Board of Social Services** – Board of Social Services Chairperson
- **Cities and Towns** – Mayor
- **Cities and Towns** – City Manager (if city manager structure)
- **School District** – School District Superintendent

III. Submission

☐ **Return** all 3 original signed contract documents and the Signature Authority documentation (if applicable) to the address below.

You may hand deliver your documents, send them by mail, or use a courier or delivery service such as FedEx or UPS. The use of a delivery service allows for overnight shipping if needed and provides tracking and delivery confirmation information. Hand delivery may be made to the CDPHE Mail Room in Building B between the hours of 7:30am – 5:00pm, Monday through Friday. Deliveries outside of those times will not be accepted. You will be provided a receipt for your delivery.

Colorado Department of Public Health & Environment
PSD – Fiscal Services – Contracts Unit
Attn: Kathy Jacobsen
4300 Cherry Creek Drive South
Denver, CO 80246-1530

IV. Fully Executed Contract

You are not authorized to begin work until the contract is fully executed (signed by all parties). You will be notified of the date work can begin under this contract.

DEPARTMENT OR AGENCY NAME
COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
PSD-STEPP

DEPARTMENT OR AGENCY NUMBER
FLA

CONTRACT ROUTING NUMBER
15-67520

AMENDMENT FOR TASK ORDERS #2

This Amendment is made this **18th** day of **April**, **2014**, by and between the State of Colorado, acting by and through the **DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT**, whose address or principal place of business is **4300 Cherry Creek Drive South, Denver, Colorado 80246**, hereinafter referred to as the "State"; and, **BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY (a political subdivision of the State of Colorado), 200 East Virginia Avenue, Gunnison, Colorado 81230-2297, for the use and benefit of the Gunnison County Department of Health and Human Services**, whose address or principal place of business is **225 North Pine Street, Suite E, Gunnison, Colorado 81230-2333**, hereinafter referred to as the "Contractor".

FACTUAL RECITALS

The parties entered into a Master Contract, dated **January 17, 2012**, with contract routing number **13 FAA 00023**.

Pursuant to the terms and conditions of the Master Contract, the parties entered into a Task Order Contract, dated **December 31, 2012**, with contract encumbrance number **PO FLA PPG1348294**, and contract routing number **13 FLA 48294,** as amended by **Contract Amendment #1, Contract Routing Number 14 FLA 55413, collectively** referred to herein as the "Original Task Order Contract, whereby the Contractor was to provide to the State the following:

> **To increase tobacco cessation, reduce initiation of tobacco use, decrease tobacco prevalence among youth and decrease exposure to secondhand smoke.**

The State promises to **increase** the amount of funds to be paid to the Contractor by **Twenty-Six Thousand, Eighty-Four Dollars**, **($26,084.00)** for the renewal term of **one year,** ending on **June 30, 2015**, in exchange for the promise of the Contractor to perform the **increased** work described herein.

NOW THEREFORE, in consideration of their mutual promises to each other, stated below, the parties hereto agree as follows:

1. Consideration for this Amendment to the Original Task Order Contract consists of the payments and services that shall be made pursuant to this Amendment, and promises and agreements herein set forth.

2. It is expressly agreed to by the parties that this Amendment is supplemental to the Original Task Order Contract, contract routing number **13 FLA 48294** as amended by **Contract Amendment #1, Contract Routing Number 14 FLA 55413, collectively** referred to herein as the Original Contract, which is by this reference incorporated herein. All terms, conditions, and provisions thereof, unless specifically modified herein, are to apply to this Amendment as though they were expressly rewritten, incorporated, and included herein.

3. It is expressly agreed to by the parties that the Original Task Order Contract is and shall be modified, altered, and changed in the following respects only:

   A. This Amendment is issued pursuant to paragraph **5** of the Original Task Order Contract identified by contract routing number **13 FLA 48294**. This Amendment is for the **renewal term** of **July 1, 2014**, through and including **June 30, 2015**. The maximum amount payable by the State for the

work to be performed by the Contractor during this **renewal term** is **Twenty-Six Thousand, Eighty-Four Dollars**, **($26,084.00)** for an amended **total** financial obligation of the State of **SEVENTY-ONE THOUSAND, SEVEN HUNDRED AND THIRTY-ONE DOLLARS, ($71,731.00)**. This is an **increase** of **Twenty-Six Thousand, Eighty-Four Dollars**, **($26,084.00)** of the amount payable from the previous term. The revised **Additional Provisions** are incorporated herein by this reference and identified as "**Exhibit G**". The revised **Statement of Work** is incorporated herein by this reference and identified as "**Exhibit H**". The revised **Budget** is incorporated herein by this reference and identified as "**Exhibit I**".

The Original Task Order Contract is modified accordingly. All other terms and conditions of the Original Task Order Contract are reaffirmed.

4. The effective date of this Amendment is **July 1, 2014**, or upon approval of the State Controller, or an authorized delegate thereof, whichever is later.

5. Except for the Special Provisions and other terms and conditions of the Master Contract and the General Provisions of the Original Task Order Contract, in the event of any conflict, inconsistency, variance, or contradiction between the terms and provisions of this Amendment and any of the terms and provisions of the Original Task Order Contract, the terms and provisions of this Amendment shall in all respects supersede, govern, and control. The Special Provisions and other terms and conditions of the Master Contract shall always control over other provisions of the Original Task Order Contract or any subsequent amendments thereto. The representations in the Special Provisions to the Master Contract concerning the absence of personal interest of state of Colorado employees and the certifications in the Special Provisions relating to illegal aliens are presently reaffirmed.

6. FINANCIAL OBLIGATIONS OF THE STATE PAYABLE AFTER THE CURRENT FISCAL YEAR ARE CONTINGENT UPON FUNDS FOR THAT PURPOSE BEING APPROPRIATED, BUDGETED, AND OTHERWISE MADE AVAILABLE.

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IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day first above written.

*** Persons signing for Contractor hereby swear and affirm that they are authorized to act on Contractor's behalf and acknowledge that the State is relying on their representations to that effect.**

CONTRACTOR:

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY (a political subdivision of the State of Colorado) for the use and benefit of the Gunnison County Department of Health and Human Services

_____
Signature of Authorized Officer

_____
Print Name of Authorized Officer

_____
Print Title of Authorized Officer

STATE:

STATE OF COLORADO
John W. Hickenlooper, Governor

By: _____
For the Executive Director
DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

PROGRAM APPROVAL:

By: _____

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

By: _____

Date: _____

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ADDITIONAL PROVISIONS
To Task Order Contract Dated 12/31/2012 - Contract Routing Number 13 FLA 48294
Contract Amendment Routing Number 15 FLA 67520

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

1. This Task Order Contract contains state funds .

2. To receive compensation under the Task Order Contract, the Contractor shall submit a signed **Monthly** CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website http://www.colorado.gov/cs/Satellite/CDPHE-Main/CBON/1251622941228 and is incorporated and made part of this Task Order Contract by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form and Expenditure Details page must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget.

   Scan the completed and signed CDPHE Reimbursement Invoice Form into an electronic document. Email the scanned invoice and Expenditure Details page to: Tobacco Program Generalist at cdphe_stepp_pg@state.co.us

   Final billings under the Task Order Contract must be received by the State within a reasonable time after the expiration or termination of the Task Order Contract; but in any event no later than **forty-five (45)** calendar days from the effective expiration or termination date of the Task Order Contract.

   Unless otherwise provided for in the Task Order Contract, "Local Match", if any, shall be included on all invoices as required by funding source.

   The Contractor shall not use state funds to satisfy federal cost sharing and matching requirements unless approved in writing by CDPHE.

3. Time Limit For Acceptance Of Deliverables.

   a. Evaluation Period. The State shall have **thirty (30)** calendar days from the date a deliverable is delivered to the State by the Contractor to evaluate that deliverable, except for those deliverables that have a different time negotiated by the State and the Contractor.

   b. Notice of Defect. If the State believes in good faith that a deliverable fails to meet the design specifications for that particular deliverable, or is otherwise deficient, then the State shall notify the Contractor of the failure or deficiencies, in writing, within **thirty (30)** calendar days of: 1) the date the deliverable is delivered to the State by the Contractor if the State is aware of the failure or deficiency at the time of delivery; or 2) the date the State becomes aware of the failure or deficiency. The above time frame shall apply to all deliverables except for those deliverables that have a different time negotiated by the State and the Contractor in writing pursuant to the State's fiscal rules.

   c. Time to Correct Defect. Upon receipt of timely written notice of an objection to a completed deliverable, the Contractor shall have a reasonable period of time, not to exceed **thirty (30)** calendar days, to correct the noted deficiencies. If the Contractor fails to correct such deficiencies within **thirty (30)** calendar days, the Contractor shall be in default of its obligations under this Task Order Contract and the State, at its option, may elect to terminate this Task Order Contract or the Master Contract and all Task Order Contracts entered into pursuant to the Master Contract.

4. Health Insurance Portability and Accountability Act (HIPAA) Business Associate Determination.

   The State has determined that this Task Order Contract does not constitute a Business Associate relationship under HIPAA.

5. Contractor shall request prior approval in writing from the State for all modifications to the Statement of Work/Work Plan or for any modification to the direct costs in excess of twenty-five percent (25%) of the total budget for direct costs. Any request for modifications to the Budget in excess of twenty-five percent (25%) of the total budget for direct costs or $250,000.00, whichever is less, shall be submitted to the State at least 90 days prior to the end of the contract period and may require an amendment in accordance with General Provisions, Section 5, of this Task Order Contract.

6. If Contractor indicates full expenditure of funds under this Task Order Contract by March 1 of each grant year and the full expenditure does not occur, CDPHE has the option to reduce current or upcoming Task Order Contract by said amount or a percent deemed reasonable by CDPHE. The State will notify the Contractor of the potential need to decrease the current or upcoming budget. If the Contractor indicates at a later date than March 1of each grant year an expectation of surplus of funds or inability to fully expend said funds for unforeseen circumstances that Contractor had not anticipated byMarch 1, CDPHE will reallocate unspent funds without any penalties to the Contractor.

   Upon receipt of timely written notice of an objection by the State for inability to fully expend funds, the Contractor shall have a reasonable period of time not to exceed ten (10) calendar days to respond to the action. If no dispute is received by the State within ten (10) calendar days, the State has the option to reduce the current budget for the current year and any upcoming budget for future contractual agreements.

7. Notwithstanding the terms contained in General Provisions of the Master Contract, Section 9, *Rights in Data, Documents and Computer Software or Other Intellectual Property*, unless otherwise provided for, all data collected or produced or derived exclusively from the Contractor's or subcontractor's work under this Task Order Contract shall remain the sole property of the State, whether in individual, aggregate, identified or de-identified form or any other form required by the State. To facilitate follow-up, research, surveillance and evaluation, any such data collected, used or acquired shall be made available in any form required by the State, to the State and any other entity designated by the State.

   Any such data collected, used or acquired shall be used solely for the purposes of this Task Order Contract. The Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell, or otherwise make known any such data to unauthorized persons without the express prior written consent of the State or as otherwise required by law. This includes a prior written request by the Contractor to the State for submission of abstracts or reports to conferences, which utilize data collected under this Task Order Contract.

   Notwithstanding the foregoing, the Contractor shall be entitled to retain a set of any such data collected or work papers necessary to perform its duties under this Task Order Contract and in accordance with professional standards.

8. Notwithstanding the terms contained in *General Provisions* of the Master Contract, Section 9, *Rights in Data, Documents and Computer Software or Other Intellectual Property*, or Section 23.i, *General Provisions, Media or Public Announcements*, the State of Colorado, specifically the Department of Public Health and Environment, shall be the owner of all printed materials, graphic representations, educational materials, audio-visual products, or any other media, in whatever form, created under this Task Order Contract. This requirement applies, but is not limited to, any brochure, flyer, presentation, billboard, radio spot, website, banner advertisement. The State reserves the right to require logos, or other wording on any material, representation, product or other media form created under this Task Order Contract.

   Any material, representation, product or other media form that will use the State's or logo or information must be approved by the State prior to production and distribution. A minimum of ten (10) business days is required for the review and approval process.

9. Funds provided under this Task Order Contract may not be used to: supplant funding for any existing programs/models; develop new cessation programs/models; develop curricula for youth or adults not reviewed and approved by the State; pay for individual cessation aids or nicotine replacement therapy; fund capital improvements; or fund costs of enforcement of state or local laws and ordinances.

10. The Contractor affirms that it maintains no affiliations or contractual relationships, direct or indirect, with tobacco companies, owners, affiliate, subsidiaries, holding companies or companies involved in any way in the production, processing, distribution, promotion, sales, or use of tobacco.

11. The State of Colorado, specifically the Colorado Department of Public Health and Environment, shall be the owner of all equipment as defined by Federal Accounting Standards Advisory Board (FASAB) Generally Accepted Accounting Principles (GAAP) purchased under this Task Order Contract. At the end of the term of this Task Order Contract, the State shall approve the disposition of all equipment.

12. The Contractor shall not use funds provided under this Task Order Contract for the purpose of lobbying as defined in Colorado Revised Statutes (C.R. S.) 24-6-301(3.5)(a).

13. The State may increase or decrease funds available under this Task Order Contract using a Grant Funding Letter substantially equivalent to **Attachment G-1**. The Grant Funding Change Letter is not valid until it has been approved by the State Controller or designee.

GRANT FUNDING CHANGE LETTER

Date:	State Fiscal Year:	Grant Funding Change Letter #	CMS Routing #

TO: Insert Grantee's name

In accordance with Section of the Original Contract routing number , [insert the following language here if previous amendment(s), renewal(s) have been processed] as amended by [include all previous amendment(s), renewal(s) and their routing numbers], [insert the following word here if previous amendment(s), renewal(s) have been processed] between the State of Colorado, Department of Public Health and Environment and Contractor's Name beginning Insert start date <insert start date of original contract> and ending on Insert ending date <insert ending date of current contract amendment>, the undersigned commits the following funds to the Grant:

The amount of grant funds available and specified in Section of <insert contract amendment number and routing number> is ☐ increased or ☐ decreased by $amount of change to a new total funds available of $ <insert new cumulative total> for the following reason: . Section is hereby modified accordingly.

This Grant Funding Change Letter does not constitute an order for services under this Grant.

The effective date of hereof is upon approval of the State Controller or , whichever is later.

STATE OF COLORADO John W. Hickenlooper, GOVERNOR Department of Public Health and Environment	PROGRAM APPROVAL:
By: Lisa McGovern, Purchasing & Contracts Unit Director Date: _____	By: _____

ALL GRANTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Grants. This Grant is not valid until signed and dated below by the State Controller or delegate. Grantee is not authorized to begin performance until such time. If Grantee begins performing prior thereto, the State of Colorado is not obligated to pay Grantee for such performance or for any goods and/or services provided hereunder.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

By: _____

Date: _____

STATEMENT OF WORK
To Task Order Contract Dated 12/31/2012 - Contract Routing Number 13 FLA 48294 - Contract Amendment Routing Number 15 FLA 67520

These provisions are to be read and interpreted in conjunction with the provisions of the 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 Department of Health and Human Services' 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. 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

A. Goal Areas:

Goal Five: Youth

Deliverable 1: By June 30, 2015, the Gunnison County Substance Abuse Prevention Project (GCSAPP) will increase the perceptions of the dangers of tobacco use of Gunnison County High School students by 3% to 5%, in addition to helping to maintain the low use percentage within the group.				
Target Population: Gunnison County Youth and Young Adults aged 15-21.				
Activity	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 1.1: 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 • # of attendees	June 30, 2015	Gunnison County Dept. of Health and Human Services
Activity 1.2: Coalition members will plan and develop timelines for the year which will include at least two events and four presentations that will engage youth and young adults in the school and community.	Q1, Q2,Q3	• Developed Events Plan and Schedule	October 30, 2014	Gunnison County Dept. of Health and Human Services
Activity 1:3: Collect information to establish a baseline of the perception of danger of tobacco use in the community and/or schools.	Q3	• Surveys to Students	October 31, 2014	Gunnison County Dept. of Health and Human Services

Activity 1.4: 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 attendees at presentations	June 30, 2015	Gunnison County Dept. of Health and Human Services
Activity1.5: 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	Gunnison County Dept. of Health and Human Services
Activity 1.6: 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 young adults.	Q3,Q4	• Sign-up sheet attendance for recruited members of coalition • # of attendees at presentation	June 30, 2015	Gunnison County Dept. of Health and Human Services
Activity 1.7: Distribute and collect surveys to obtain updated perceptions of the danger of tobacco use data.	Q4	• Survey for students	May 31, 2015	Gunnison County Dept. of Health and Human Services
Activity 1.8: Conduct a comparative analysis between the baseline data and the surveys collected in Activity 1.7 to determine the change in perception levels.	Q4	• Report of analysis data	June 30, 2015	Gunnison County Dept. of Health and Human Services

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: Gunnison County Dept. of Health and Human Services 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	Gunnison County Dept. of Health and Human Services
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	Gunnison County Dept. of Health and Human Services

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.

III. 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.

IV. Monitoring:

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.

V. 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.

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET
Contract Routing #15 FLA 67520

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

Personal Services
Salaried Employees

Position Title/Employee Name	Description of Work	List SOW deliverable/ primary task number(s) this budget item supports	Gross or Annual Salary	Fringe	Percent of Time on Project	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
Program Coodinator	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). Fringe (calculated at 13.4%) includes Leave, FICA, Retirement, Unemployment, Workman's Comp and Employment Assistance Premium	All	$36,082.00	$ 4,826	50%		$20,454

Personal Services
Hourly Employees

Position Title/Employee Name	Description of Work	deliverable/ primary task number(s) this budget item supports	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
							$0
					Total Personal Services (including fringe benefits)	**$0**	**$20,454**

Supplies & Operating Expenses

Item	Description of Item	List SOW deliverable/ primary task number(s) this budget item supports	Rate	Quantity	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
Phone	Coordinator is not established with GCSAPP office and has communication needs--current reimbursement rate is $35 per month	1	$35.00	12		$420

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET
Contract Routing #15 FLA 67520

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

Advertise Coalition Meetings and Invitations	Circulate Coalition Meeting Schedule with invitation to join; events and activities advertisement;, through various media outlets including newspaper ($150 per 1/4 page ad, 2 ads maximum), radio announcments, social media, and/or post cards, flyers, posters as budget allows. Approximately $150 every two months.	1	$150.00	6		$900
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 two events@ $97.50 per event	1	$97.50	2		$195
Coalition Events	Education, Awareness and Prevention materials for presentations, events and tobacco cessation projects, graphic art designs for advertising and presentation, location rental-- all ecessary materials for four events estimated @ $75.00 per event.	1	$75.00	4		$300
				Total Supplies & Operating Expenses	**$0**	**$1,815**
Travel						
Item	**Description of Item**	**List SOW deliverable/ primary task number(s) this budget item supports**	**Rate**	**Quantity**	**Match or In-Kind (If Required by RFA)**	**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)	2	0.56	950		$532
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	2	$150	4		$600
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)	2	$36	6		$216
				Total Travel	**$0**	**$1,348**

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET
Contract Routing #15 FLA 67520

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

Contractual						
Subcontractor Name	**Description of Item**	**List SOW deliverable/ primary task number(s) this budget item supports**	**Rate**	**Quantity**	**Match or In-Kind (If Required by RFA)**	**Total Amount Requested from CDPHE**
						$0
				Total Contractual	**$0**	**$0**
				SUB-TOTAL BEFORE INDIRECT		**$23,617**

Indirect			
Item	**Description of Item**	**Match or In-Kind (If Required by RFA)**	**Total Amount Requested from CDPHE**
Negotiated Indirect cost rate (Federal, State, or CDPHE)	Gunnison has a negotiated rate agreement with CDPHE of 60.12% of Total Direct Costs. . CDPHE has given approval to Gunnison to continue to budget at ~11% of TDC for year 3 of the current RFA.		$2,467
Indirect rate (other):			
Indirect (modified or additional base)			
	Total Indirect	**$0**	**$2,467**
	TOTAL MATCH OR IN KIND	**$0**	
	TOTAL		**$26,084**