# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**AgendaTitle:**
Colorado Department of Public Health and Environment Routing No. 13 FLA 55319, Approved Task Order Contract – Waiver #154; Colorado Family Planning Initiative; 6/30/13 thru 6/30/14; $79,670

**Action Requested:** Board of County Commissioners' Signature

**Parties to the Agreement:** Gunnison County & CO Department of Public Health & Environment; Family Planning

**Term Begins:** 6/30/2013 **Term Ends:** 6/30/2014 **Grant Contract #:**

**Summary:**
Colorado Family Planning Initiative; Annual State Contract Renewal

**Fiscal Impact:** $79,670

**Submitted by:** C. Worral **Submitter's Email Address:** cworrall@gunnisoncounty.org

**Finance Review:** (●) Required ( ) Not Required

Comments:

This contract is a combination of both current Family Planning contracts – Title X & CFPI.

The Personnel Cost is the same as well as the 10% Indirect Cost, based on total of personnel cost.
Birth control services and supplies have been cut in half under this new grant. Expenses will have to be cut and we will need to decide which cost code to use for this grant budget.

Reviewed by: Bcowan Discharge Date: 5/2/2013

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

Comments:

Reviewed by: ATrezise Discharge Date: 5/3/2013 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reviewed by: MBirnie Discharge Date: 5/3/2013

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

Agenda Date: 5/7/2013 Follow Up Agenda Date: N/A

*Revised April 2013*

# APPROVED TASK ORDER CONTRACT – WAIVER #154

**This Task Order Contract is issued pursuant to Master Contract made on 01/17/2012, with routing number 13 FAA 00023.**

STATE:
State of Colorado for the use & benefit of the Department of Public Health and Environment
Prevention Services Division
4300 Cherry Creek Drive South
Denver, Colorado 80246

CONTRACTOR:
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
225 North Pine Street, Suite E
Gunnison, Colorado 81230-2333

TASK ORDER MADE DATE:
4/23/2013

CONTRACTOR ENTITY TYPE:
Colorado Political Subdivision

PO/SC ENCUMBRANCE NUMBER:
PO FLA PSD1355319

TERM:
This Task Order shall be effective upon approval by the State Controller, or designee, or on 06/30/2013, whichever is later. The Task Order shall end on 06/30/2014.

BILLING STATEMENTS RECEIVED:
Monthly

STATUTORY AUTHORITY:
Not Applicable

PRICE STRUCTURE:
Cost Reimbursement

CONTRACT PRICE NOT TO EXCEED:
$79,670.00

PROCUREMENT METHOD:
Exempt

FEDERAL FUNDING DOLLARS: $ 47,296.00

STATE FUNDING DOLLARS: $ 20,216.00

PRIVATE FUNDING DOLLARS $ 12,158.00

BID/RFP/LIST PRICE AGREEMENT NUMBER:
Not Applicable

MAXIMUM AMOUNT AVAILABLE PER FISCAL YEAR:
FY 14: $79,670.00

LAW SPECIFIED VENDOR STATUTE:
Not Applicable

STATE REPRESENTATIVE:
Greta Klingler or Jody Camp
Department of Public Health And Environment
PSD-FPP
4300 Cherry Creek Drive South
Denver, Colorado 80246

CONTRACTOR REPRESENTATIVE:
Carol Worrall
Gunnison County Department of Health and Human Services
225 North Pine Street, Suite E
Gunnison, Colorado 81230-2333

SCOPE OF WORK:

Contractor shall provide services for the Colorado Family Planning Initiative (CFPI) and the Family Planning Program (FPP).

EXHIBITS:

The following exhibits are hereby incorporated:

Exhibit A - Additional Provisions (and its attachments if any – e.g., A-1, A-2, etc.)

Exhibit B - Statement of Work (and its attachments if any – e.g., B-1, B-2, etc.)

Exhibit C - Budget (and its attachments if any – e.g., C-1, C-2, etc.)

## GENERAL PROVISIONS

The following clauses apply to this Task Order Contract. These general clauses may have been expanded upon or made more specific in some instances in exhibits to this Task Order Contract. To the extent that other provisions of this Task Order Contract provide more specificity than these general clauses, the more specific provision shall control.

1. This Task Order Contract is being entered into pursuant to the terms and conditions of the Master Contract including, but not limited to, Exhibit One thereto. The total term of this Task Order Contract, including any renewals or extensions, may not exceed five (5) years. The parties intend and agree that all work shall be performed according to the standards, terms and conditions set forth in the Master Contract.

2. In accordance with section 24-30-202(1), C.R.S., as amended, this Task Order Contract is not valid until it has been approved by the State Controller, or an authorized delegee thereof. The Contractor is not authorized to, and shall not; commence performance under this Task Order Contract until this Task Order Contract has been approved by the State Controller or delegee. The State shall have no financial obligation to the Contractor whatsoever for any work or services or, any costs or expenses, incurred by the Contractor prior to the effective date of this Task Order Contract. If the State Controller approves this Task Order Contract on or before its proposed effective date, then the Contractor shall commence performance under this Task Order Contract on the proposed effective date. If the State Controller approves this Task Order Contract after its proposed effective date, then the Contractor shall only commence performance under this Task Order Contract on that later date. The initial term of this Task Order Contract shall continue through and including the date specified on page one of this Task Order Contract, unless sooner terminated by the parties pursuant to the terms and conditions of this Task Order Contract and/or the Master Contract. Contractor's commencement of performance under this Task Order Contract shall be deemed acceptance of the terms and conditions of this Task Order Contract.

3. The Master Contract and its exhibits and/or attachments are incorporated herein by this reference and made a part hereof as if fully set forth herein. Unless otherwise stated, all exhibits and/or attachments to this Task Order Contract are incorporated herein and made a part of this Task Order Contract. Unless otherwise stated, the terms of this Task Order Contract shall control over any conflicting terms in any of its exhibits. In the event of conflicts or inconsistencies between the Master Contract and this Task Order Contract (including its exhibits and/or attachments), or between this Task Order Contract and its exhibits and/or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority: 1) the

Special Provisions of the Master Contract; 2) the Master Contract (other than the Special Provisions) and its exhibits and attachments in the order specified in the Master Contract; 3) this Task Order Contract; 4) the Additional Provisions - **Exhibit A**, and its attachments if included, to this Task Order Contract; 5) the Scope/Statement of Work - **Exhibit B**, and its attachments if included, to this Task Order Contract; 6) other exhibits/attachments to this Task Order Contract in their order of appearance.

4. The Contractor, in accordance with the terms and conditions of the Master Contract and this Task Order Contract, shall perform and complete, in a timely and satisfactory manner, all work items described in the Statement of Work and Budget, which are incorporated herein by this reference, made a part hereof and attached hereto as "**Exhibit B**" and "**Exhibit C**".

5. The State, with the concurrence of the Contractor, may, among other things, prospectively renew or extend the term of this Task Order Contract, subject to the limitations set forth in the Master Contract, increase or decrease the amount payable under this Task Order Contract, or add to, delete from, and/or modify this Task Order Contract's Statement of Work through a contract amendment. To be effective, the amendment must be signed by the State and the Contractor, and be approved by the State Controller or an authorized delegate thereof. This contract is subject to such modifications as may be required by changes in Federal or State law, or their implementing regulations. Any such required modification shall automatically be incorporated into and be part of this Task Order Contract on the effective date of such change as if fully set forth herein.

6. The conditions, provisions, and terms of any RFP attached hereto, if applicable, establish the minimum standards of performance that the Contractor must meet under this Task Order Contract. If the Contractor's Proposal, if attached hereto, or any attachments or exhibits thereto, or the Scope/Statement of Work - Exhibit B, establishes or creates standards of performance greater than those set forth in the RFP, then the Contractor shall also meet those standards of performance under this Task Order Contract.

7. **STATEWIDE CONTRACT MANAGEMENT SYSTEM** *[This section shall apply when the Effective Date is on or after July 1, 2009 and the maximum amount payable to Contractor hereunder is $100,000 or higher]*

By entering into this Task Order Contract, Contractor agrees to be governed, and to abide, by the provisions of CRS §24-102-205, §24-102-206, §24-103-601, §24-103.5-101 and §24-105-102 concerning the monitoring of vendor performance on state contracts and inclusion of contract performance information in a statewide contract management system.

Contractor's performance shall be evaluated in accordance with the terms and conditions of this Task Order Contract, State law, including CRS §24-103.5-101, and State Fiscal Rules, Policies and Guidance. Evaluation of Contractor's performance shall be part of the normal contract administration process and Contractor's performance will be systematically recorded in the statewide Contract Management System. Areas of review shall include, but shall not be limited to quality, cost and timeliness. Collection of information relevant to the performance of Contractor's obligations under this Task Order Contract shall be determined by the specific requirements of such obligations and shall include factors tailored to match the requirements of the Statement of Project of this Task Order Contract. Such performance information shall be entered into the statewide Contract Management System at intervals established in the Statement of Project and a final review and rating shall be rendered within 30 days of the end of the Task Order Contract term. Contractor shall be notified following each performance and shall address or correct any identified problem in a timely manner and maintain work progress.

Should the final performance evaluation determine that Contractor demonstrated a gross failure to meet the performance measures established under the Statement of Project, the Executive Director of the Colorado Department of Personnel and Administration (Executive Director), upon request by the Colorado Department of Public Health and Environment and showing of good cause, may debar Contractor and

prohibit Contractor from bidding on future contracts. Contractor may contest the final evaluation and result by: (i) filing rebuttal statements, which may result in either removal or correction of the evaluation (CRS §24-105-102(6)), or (ii) under CRS §24-105-102(6), exercising the debarment protest and appeal rights provided in CRS §§24-109-106, 107, 201 or 202, which may result in the reversal of the debarment and reinstatement of Contractor, by the Executive Director, upon showing of good cause.

8. If this Contract involves federal funds or compliance is otherwise federally mandated, the Contractor and its agent(s) shall at all times during the term of this contract strictly adhere to all applicable federal laws, state laws, Executive Orders and implementing regulations as they currently exist and may hereafter be amended. Without limitation, these federal laws and regulations include the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6062 of Public Law 110-252, including without limitation all data reporting requirements required there under. This Act is also referred to as FFATA.

**THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT**

*** 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

_____
Legal Name of Contracting Entity

_____
Signature of Authorized Officer

_____
Print Name of Authorized Officer

_____
Print Title of Authorized Officer

STATE OF COLORADO:
**John W. Hickenlooper, GOVERNOR**

**By**_____
For Executive Director

**Department of Public Health and Environment**

Department 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:**
**David J. McDermott, CPA**

**By**_____

**Date**_____

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**ADDITIONAL PROVISIONS**
**To Task Order Contract Dated 04/23/2013 - Contract Routing Number 13 FLA 55319**

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

1. The list of acronyms attached hereto as **Attachment A-1** may be referenced to in **Exhibit A, Exhibit B,** and all and any attachments thereof in this Task Order Contract.

2. This Task Order Contract contains state, private, and federal funds (see Catalog of Federal Domestic Assistance (CFDA) number 93.217).

3. The United State Department of ********** ("US****"), through the ********** ("***") has awarded federal funds under Award number **********, hereinafter "Award", to perform the following – **********.

   If the underlying Award authorizes the State to pay all allowable and allocable expenses of a contractor as of the effective date of that Award, then the State shall reimburse the Contractor for any allowable and allocable expenses of the Contractor that have been incurred by the Contractor since the proposed effective date of this Task Order Contract. If the underlying Award does not authorize the State to pay all allowable and allocable expenses of a contractor as of the effective date of that Award, then the State shall only reimburse the Contractor for those allowable and allocable expenses of the Contractor that are incurred by the Contractor on or after the effective date of this Task Order Contract, with such effective date being the later of the date specified in this Task Order Contract or the date the Task Order Contract is signed by the State Controller or delegee.

4. Notwithstanding the terms contained in *General Provisions* of the Master Contract, Section 27, *Annual Audit*, for the purpose of this Task Order, the Contractor is a Vendor as defined by Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations).

5. To receive compensation under this 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 herein by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Reimbursement Invoice Form must be submitted within **sixty (60)** calendar days of the end of the billing period for which services were rendered. Expenditures shall be in accordance with the Statement of Work attached hereto as **Exhibit B** and incorporated herein and the associated Budget attached hereto as **Exhibit C** and incorporated herein.

   All completed CDPHE Reimbursement Invoice Forms and signature sheets should be PDF'd into one document. Email completed forms to:

   cdphe.pswomenshealth@state.co.us

   To be considered for payment, billings for payments pursuant to this Task Order Contract must be received within a reasonable time after the period for which payment is requested, but no later than sixty (60) calendar days after the relevant performance period has passed. Final billings under this Task Order Contract must be received by the State within a reasonable time after the expiration or termination of this Task Order Contract; but no later than sixty (60) calendar days from the effective expiration or termination date of this Task Order Contract.

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

Sliding Fee Scale: The Contractor's charges for services to clients who are above 100% of poverty level shall be based on a sliding fee scale that takes into account a client's family size and/or individual income and is approved by the State. These charges and the sliding fee scale shall be made available to all clients of the Contractor, the general public, and the State. This document is incorporated and made part of this SOW by reference and is available on the following website: http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665 under fiscal forms. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. CDPHE will notify the contractor of all updates. The Contractor shall comply with all updates. Charges shall be based upon the Contractor's actual costs to provide these services as determined by a cost analysis. The Contractor and the State shall review these costs annually. The Contractor shall insure that all clients understand that they will not be denied services because of an inability to pay any of the Contractor's sliding fee charges.

Fiscal and Spending Contract Award: It is important that accurate expenses are reflected in each contract budget. The Contractor must spend the entire awarded and budgeted amount for services identified in the annual approved project budget. Failure to provide projected services, submit invoices in a timely manner, and/or failure to spend the award at a rate that results in the full award being expended at the end of the program year may result in reduced funds the following year and/or lack of eligibility for mid-year and other additional funding opportunities.

6. 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 **ten (10)** calendar days, to correct the noted deficiencies. If the Contractor fails to correct such deficiencies within **ten (10)** 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.

7. 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.

8. 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 Budget in excess of twenty-five percent (25%) of the total budget. Contractor shall submit a **Budget Revision Request Form** to request prior approval for all budget modifications in excess of twenty-five percent (25%) of the total budget. The **Budget Revision Request Form** is incorporated herein by reference and is located at http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665 under Fiscal Forms tab. Any request for modification to the Budget in excess of twenty-five percent (25%) of the total budget 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 Section 5 of this Task Order Contract.

9. Contractor shall only use program income generated from client fee collections and donations for family planning purposes that further the objectives of the legislation under which this Task Order Contract is entered into. In accordance with Title X guidelines, the Contractor shall not charge for any Title X required services provided to clients who are at or below 100% of the official poverty line as defined by the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). If the State receives new poverty guidelines during the term of this Task Order Contract, then the State will immediately notify the Contractor. The Contractor shall use these new poverty guidelines, if any, upon receipt of notification thereof from the State.

10. All money received by the Contractor from the State under this Task Order Contract shall be used by the Contractor to provide contraceptive services to qualified family planning clients.

11. The State may require forms attached to this Task Order Contract and incorporated herein to be updated by the Contractor during the term of this Task Order Contract. The State shall notify the Contractor of newly developed forms. Forms are incorporated herein by reference and located on http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665 under Administrative Forms tab.

12. 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.

13. 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.

14. Notwithstanding the terms contained in the *General Provisions* of the Master Contract, Section 25, *Conformance with Law*, the Contractor shall comply with the provisions of Section 601 of Title VI of the Civil Rights Act of 1964, as amended, which states that "no person in the United States shall on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program actively receiving Federal financial assistance." The Office for Civil Rights has established that it is the responsibility of any program that is a recipient of federal funds to ensure that any Limited English Proficient (LEP) person or beneficiary have meaningful access to programs, services and information. The Contractor and contract personnel shall adopt and implement policies and procedures in which reasonable steps are taken to provide language assistance in order to ensure equal access to LEP persons or beneficiaries. The Contractor and contract personnel shall advise LEP individuals that language assistance will be provided at no cost to the LEP person or beneficiary.

15. Contractor agrees to provide services to all Program participants and employees in a smoke-free environment in accordance with Public Law 103-227, also known as "the Pro-Children Act of 1994", (Act). Public Law 103-227 requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where Women, Infants and Children (WIC) coupons are redeemed. Failure to comply with the provision of Public Law 103-227 may result in the imposition of a civil monetary penalty of up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing this Task Order Contract, Contractor certifies that Contractor shall comply with the requirements of the Act and shall not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. Contractor agrees that it shall require the language of the Act be included in any subcontracts which contain provisions for children's services and that all subcontractors shall sign and agree accordingly.

16. Notwithstanding the terms contained in the *General Provisions* of the Master Contract, Section 10, *Confidential or Proprietary Information*, the Contractor shall protect the confidentiality of all applicant or recipient records and other materials that are maintained in accordance with this Task Order Contract. Except for purposes directly connected with the administration of this Task Order Contract, no information about or obtained from any applicant or recipient shall be disclosed in a form identifiable with the applicant or recipient without the prior written consent of the applicant or recipient, or the parent or legal guardian of a minor applicant or recipient with the exception of information protected by Colorado Statute as it applies to confidentiality for adolescent services in which case the adolescent minor and not the parent or legal guardian must provide consent or as otherwise properly ordered by a court of competent jurisdiction. Contractor shall have written policies governing access, duplication, and dissemination of all such information. Contractor shall advise its employees, agents, servants, and any subcontractors that they are subject to these confidentiality requirements.

17. The State may increase or decrease funds available under this Task Order Contract using a Grant Funding Letter substantially equivalent to **Attachment A-2**. The Grant Funding Change Letter is not valid until it has been approved by the State Controller or designee.

**Commonly Used Acronyms and Abbreviations That May Be Referenced In the Scope of Work:**

| | |
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| ACS | American Cancer Society |
| ACNS | Alamosa County Nursing Service |
| ACF | Administration for Children and Families |
| ADA | Americans with Disabilities Act |
| ADAD | Alcohol and Drug Abuse Division |
| AHA | American Heart Association |
| AIDS | Acquired Immune Deficiency Syndrome |
| ALA | American Lung Association |
| ALA(C) | American Lung Association (of Colorado) |
| AMCHP | Association of Maternal Child Health Programs |
| ANR | Americans for Non-Smokers' Rights |
| ARC | Addiction Recovery Centers |
| ARRA | American Recovery and Reinvestment Act |
| ASC | Adams State College |
| ASSIST | American Stop Smoking Intervention Study |
| ASTHO | Association of State and Territorial Health Office |
| B&G | Boys & Girls |
| BACCHUS | BACCHUS Peer Education Network |
| BAG | Build a Generation |
| BBLHC | Boulder Broomfield Latino Health Coalition |
| BC | Boulder County |
| BCCP | Breast and Cervical Cancer Program |
| BCHD | Bent County Health Dept |
| BCPH | Boulder County Public Health |
| BCPHA | Baca County Public Health Agency |
| BCDSS | Baca County Dept Social Services |
| BCTEPP | Bent County Tobacco Education Prevention Partnership |
| BGC | Boys & Girls Club |
| BGCMD | Boys & Girls of Metro Denver |
| BHS | Broomfield High School |
| BMTF | Baby & Me Tobacco Free |
| BOCES | Board of Cooperative Educational Services |
| BOH | Board of Health |
| BRFSS | Behavioral Risk Factor Surveillance System |
| BVBAG | Buena Vista Build a Generation |
| BVSD | Boulder Valley School District |
| Bx | Biopsy |
| C | Choice |
| CAD | Coronary Artery Disease |
| CASB | Colorado Association of School Board |
| CB | Community-based System |
| CBE | Clinical Breast Exam |
| CBO | Community-based Organization |
| CC | Clear Creek |
| CC | Custer County |
| CC | Community Coordination/Coordinator |
| CCAP | Larimer County Child Care Assistance Program |
| CCC | Colorado Cancer Coalition |
| CCCHE | Colorado Community Coalition for health Equity |
| CCGC | Colorado Clinical Guidelines Collaborative |
| CCIAA | Colorado Clean Indoor Air Act |
| CCMC | Colorado Clinical Managed Care Network |
| CCMC | Commission for Case Manager Certification |
| CCPD | Cancer, Cardiovascular, and Pulmonary Disease |

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|---|---|
| CCTCI | Colorado Chew Tobacco Collaborative Initiative |
| CCTEPP | Custer County Tobacco Education Prevention Partnership |
| CDC | Centers for Disease Control and Prevention |
| CDE | Colorado Department of Education |
| CDPHE | Colorado Department of Public Health and Environment |
| CDU | Chronic Disease Unit |
| CEC | Career Education Center |
| CEO | Chief Executive Officer |
| CFDA | Catalog of Federal Domestic Assistance |
| CFFC | Colorado Foundation for Families and Children |
| CFPI | Colorado Family Planning Initiative |
| CHIN | Community Health Information Network |
| CICP | Colorado Indigent Care Program |
| CJD | Colorado Judicial Department |
| CM | Case Management |
| CMC | Colorado Mountain College |
| CMS | Contract Management System |
| CMS | Creative Media Solutions |
| CNCC | Colorado Northwestern Community College |
| CNS | County Nursing Service |
| CO | Colorado |
| COD | Colorado Donated Dental Services Program |
| COPAN | Colorado Physical Activity and Nutrition Program |
| COV | Colorado Van Program |
| CPCF | Colorado Parent and Child Foundation |
| CPHA | Colorado Public Health Association |
| CPT | Current Procedural Technology |
| CRC | Colorectal Cancer |
| CRCCP | Colorectal Cancer Screening Program |
| CRUE | Culturally Responsive Urban Education |
| CSAP | Colorado Student Assessment Program |
| CSH | Coordinated School Health |
| CSU | Colorado State University |
| CSU-P | Colorado State University-Pueblo's |
| CTC | Connect to Care |
| CTEPA | Colorado Tobacco Education and Prevention Alliance |
| CTFK | Campaign for Tobacco-Free Kids |
| CTRP | Colorado Tobacco Research Program |
| CTP | Crossroads Turning Point |
| CU | University of Colorado, Boulder |
| CWCCI | Colorado Women's Cancer Control Initiative |
| CY | Contract Year |
| DAISI | Denver At-home Intervention Service Initiative |
| DASH | Division of Adolescent & School Health (CDC) |
| DCMH | Delta County Memorial Hospital |
| DH | Denver Health |
| DHHA | Denver Health and Hospital Authority |
| DHS | Department of Human Services |
| DHHS | Unites States Department of Health and Human Services |
| DOR | Department of Revenue |
| DOS | Delta Opportunity School |
| DSS | Department of Social Services |
| E&I | Education and Information |
| EAP | Employee Assistance Program |
| EBHV | Evidence-Based Home Visiting to Prevent Child Maltreatment Grant Program |
| ECC | Early childhood council |
| ECC | Electrocardiogram |
| ECCLC | Early Childhood Council of Larimer County |

| | |
|---|---|
| ECLC | Early Childhood Leadership Council/Commission |
| E.D. | Executive Director |
| EHR | Electronic Health Record |
| EHS | Early Head Start |
| EMR | Electronic Medical Record |
| EMT | Emergency Medical Technicians |
| EPA | Environmental Protection Agency |
| EPE | Epidemiology Planning and Evaluation |
| ESL | English as a Second Language |
| ETS | Environmental Tobacco Smoke (a.k.a. secondhand smoke) |
| FIRC | Family and Intercultural Resource Center |
| FICA | The Federal Insurance Contribution Act |
| FDA | Food and Drug Administration |
| FIT/FOBT | Fecal Immunochemical Test/Fecal Occult Blood Test |
| FNA | Final Needle Aspiration |
| FPP | Family Planning Program |
| FPL | Federal Poverty Level |
| FRCC | Front Range Community College |
| FTE | Full Time Equivalent |
| FTP | File Transfer Protocol |
| FY | Fiscal Year |
| FYI | Family Youth Initiatives |
| GASO | Great American Smoke-out |
| GED | General Education Development |
| GASP | CO Group to Alleviate Smoking Pollution of Colorado |
| Get R!EAL (GR) | Resist! Expose Advertising Lies (Youth Empowerment Program) |
| GLBT | Gay, Lesbian, Bisexual, and Transgender |
| GYN | Gynecological |
| HCP | Health Care Program For Children with Special Needs |
| HCYS | Huerfano County Youth Services |
| HHS | Health and Human Services |
| HIPPA | Health Insurance Portability and Accountability Act of 1996 |
| HIPPY | Home Instruction for Parents of Preschool Youngster |
| HIT | Health Improvement Team |
| HIV | Human Immunodeficiency Virus |
| HPV | Human Papillomamavirus |
| HR | Human Resources |
| hr | hour |
| HRSA | Health Resources and Services Administration |
| HSL | High School Leadership |
| ID | Identification |
| IIK | Invest in Kids |
| ISHT | Interagency School Health Team |
| IT | Information Technology |
| JAC | Juvenile Assessment Center |
| KIS | Keeping in STEPP |
| KMH | Keefe Memorial Hospital |
| KPC | Kevin Patrick Caleum |
| LAHCDHD | Las Animas Huerfano Counties District Health Department |
| LBW | Low Birth Weight |
| LC | Learning Community |
| LGBT | Lesbian, Gay, Bisexual, Transgender |
| LEM | Latinas en Movimiento |
| LHA | Local Health Agency |
| LHD | Local Health Department |
| LLC | Limited Liability Company |
| LRCC | Latino Regional Community Coalition |
| LRPC | Latino a Research and Policy Center |

| | |
|---|---|
| LST | Life Skills Training |
| LSTPEN | Latino Statewide Tobacco Prevention and Education Netw |
| LWB | Live Well Broomfield |
| MCHA | Montezuma Housing Authority |
| MCHD | Montezuma County Health Department |
| MCHS | Montezuma-Cortez High School |
| MCPN | Metro Community Provider Network |
| MCRC | Media Campaign Resource Center – CDC |
| MD | Medical Doctor |
| MHCBBC | Mental Health Center Serving Boulder and Broomfield Counties |
| MIECHV | Maternal, Infant and Early Childhood Home Visiting Program |
| MO | Month |
| MOB | Medical Office Building |
| MOU | Memorandum of Understanding |
| MPA | Master of Public Administration in Health and Human Services |
| MPH | Master of Public Health |
| MRI | Magnetic Resonance Imaging Scan |
| MS | Master of Science |
| MSA | Master Settlement Agreement |
| MUH | Multi-user Housing |
| MYAT | Multi-Disciplinary Youth Assessment Team |
| N/A | Not Applicable |
| NACCHO | National Association of County and City Health Officials |
| NACR | Native American Cancer Research |
| NAQC | North American Quitline Consortium |
| NASBE | National Association of State Board of Education |
| NCCRT | National Colorectal Cancer Round Table |
| NCHD | Northeast Colorado Health Department |
| NCI | National Cancer Institute |
| NE | North East |
| NFP | Nurse-Family Partnership |
| NFPNSO | Nurse-Family Partnership National Service Office |
| NHVP | Nurse Home Visitor Program |
| NIDA | National Institute on Drug Abuse |
| NIH | National Institute of Health |
| NJH | National Jewish Medical and Research Center |
| N-O-T | Not-on-Tobacco, (ALA's Youth Smoking Cessation Program) |
| NP | Nurse Practitioner |
| NPP | Nurturing Parenting Program |
| NRT | Nicotine Replacement Therapy |
| NSBA | National School Boards Association |
| OSH | Office on Smoking or Health (CDC) |
| OTC | Over the Counter |
| PA | Physician's Assistant |
| PAC | Prevention Awareness Crew |
| PACT | Partners Assessing Chew Tobacco |
| PAT | Parents as Teachers |
| PCCHD | Pueblo City-County Health Department |
| PPC | Personal Care Providers |
| PE | Presumptive Eligibility |
| PEN | Parent Engagement Network |
| PVCHC | Peak Vista Community Health Center |
| PHN | Public Health Nurse |
| PIO | Public Information Officer |
| PM | Peer Mentor |
| PMC | Parkview Medical Center |
| PMR | Planning Management Region |
| PN | Patient Navigator |

| | |
|---|---|
| PO | Purchase Order |
| PPC | Policy Partner Committee |
| PPFC | Pikes Peak Family Connections |
| PPN | Prevention Policy Network |
| PRA | Policy Resource Alliance |
| PRAMS | Pregnancy Risk Assessment and Monitoring Survey |
| PRIDE | Pure Respect Initiative Direct Education |
| PSA | Public Service Announcement |
| PSD | Prevention Service Division |
| PTEPP | Pueblo Tobacco Education and Prevention Partnership |
| PVC | Prairie View Clinic |
| Q1 | Quarter One |
| Q2 | Quarter Two |
| Q3 | Quarter Three |
| Q4 | Quarter Four |
| QI | Quality Improvement |
| QOL | Quality of Life |
| RDAC | Regional Disparities Advisory Council |
| RFA | Request for Applications |
| RFP | Request For Proposals |
| RIE | Reach, Implementation and Effectiveness |
| RIHEL | Regional Institute for Health and Environment |
| RMC | Rocky Mountain Center for Health Promotion & Education |
| RMRH | Rocky Mountain Rural Health |
| RMYC | Rocky Mountain Youth Corps |
| RN | Registered Nurse |
| Rx | Prescription |
| RY | Reconnecting Youth |
| SafeCare | |
| SAMHSA | Substance Abuse Mental Health Services Administration |
| SB | School-based System |
| SBAG | Salida Build A Generation |
| SBHC | School-Based Health Centers |
| SCYC | School Community Youth Coalition |
| SCRHC | Southern Colorado Regional Health Collaborative |
| SD | Service Delivery |
| SECH | Southeast Colorado Hospital |
| SEMHS | Southeast Mental Health Services |
| SES | Socio-Economic Status |
| SEW | School Employee Wellness |
| SGR | Surgeon General's Report |
| SHAC | Smoke-free Housing Action Committee |
| SHI | School Health Index |
| SHS | Secondhand Smoke |
| SIDS | Sudden Infant Death Syndrome |
| SLV | San Luis Valley |
| SMART | Staying Motivated at Reducing Temptations |
| SMART OUTCOME OBJECTIVE | Specific, Measurable, Achievable, Realistic, Time-Bound |
| SMSU | Self Management Service Unit |
| SRO | School Resource Officer |
| STD | Sexually Transmitted Disease |
| STEPP | State Tobacco Education and Prevention Partnership |
| STW | Straight-to-Work |
| SVVSD | St. Vrain Valley School District |
| SWOT | Strengths, Weaknesses, Opportunities, Threats |
| SYNAR | Synar Regulation |
| TA | Technical Assistance |
| TABS | Tobacco Attitudes and Behavior Survey |

| | |
|---|---|
| TAG | Technical Advisory Group (for evaluation & TPEG) |
| TANF | Temporary Aid to Needy Families |
| TARP | Tobacco Advocacy and Resource Partnership |
| TBD | To Be Determine |
| TCP | Tobacco Control Partners |
| TDAC | Tobacco Disparities Advisory Council |
| TDG | Tobacco Disparities Grant |
| TDS | Tobacco Disparities Subcommittee |
| TEACH | Teaching Equity to Advance Community Health |
| TEFAP | The Emergency Food Assistance Program |
| TEPCGP | Tobacco Education Prevention and Cessation Grant Program |
| TEPP | Tobacco Education Prevention Partnership |
| TFCCI | Tobacco-Free Colorado Communities Initiative |
| TFLC | Tobacco Free Larimer County |
| TFS | Tobacco-Free Schools |
| TFS Law | Tobacco-Free Schools Law |
| TGYS | Tony Grampsas Youth Services |
| Title V | Title V of the Social Security Act |
| TND | Project Toward No Drug Abuse |
| TPEG | Tobacco Program Evaluation Group |
| TPI | Tobacco Prevention Initiative |
| TRC | Tobacco Education and Prevention and Cessation Program Review Committee |
| TRI | Tobacco Rapid Improvement Activity |
| TRIA | Tobacco Rapid Improvement Assessment |
| TTI | Tony Grampsas Tobacco Initiative |
| UCD | University of Colorado – Denver |
| UCDHSC | Health Sciences Center at UCD (sometimes abr. UCHSC) |
| UCDHSC | University of Colorado at Denver and Health Sciences Center |
| URL | Uniform Resource Locator |
| US | United States of America |
| USSTC | US Smokeless Tobacco Company |
| VP | Vice President |
| Well COA | Wellness Councils of America |
| WHU | Women's Health Unit |
| WIC | Women, Infants, Children |
| WWC | Women's Wellness Connection |
| Y@C | Youth at Crossroads |
| YE | Youth Empowerment |
| YPH | Youth Partnership for Health |
| Yr | Year |
| YRBS | Youth Risk Behavior Survey |
| YSAP | Youth Substance Abuse Prevention Coalition |
| YTS | Youth Tobacco Survey |
| YVMC | Yampa Valley Medical Center |
| 5 A's | Ask, Advise, Assess, Assist, Arrange |
| 2A's R | Ask, Advise, Refer |

# 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<br>John W. Hickenlooper, GOVERNOR<br>Department of Public Health and Environment | PROGRAM APPROVAL: |
|---|---|
| By: Lisa Ellis, Purchasing & Contracts Unit Director<br>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**
**David J. McDermott, CPA**

By: _____

Date: _____

**STATEMENT OF WORK**
**To Task Order Dated 04/23/2013 - Contract Routing Number 13 FLA 55319**

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

## I. Project Description:

The goal of the Colorado Family Planning Initiative (CFPI) and The Colorado Department of Public Health Family Planning Program (FPP) is to reduce unintended pregnancy by insuring access to quality reproductive health services to all Coloradoans. Services include but are not limited to contraceptive, preventative health counseling and education services, reproductive health related testing and screening and referrals. Contractor shall conduct a comprehensive family planning program, herein referred to as "the program". The program shall comply with section 1001 of the federal Act and all applicable federal regulations, as amended, contained in Title X, 42 C.F.R., Subpart A, Part 59, as well as all applicable state regulations. (Federal funding from HHS, CFDA #93.217 FP Services).

Funding is based on the number of clients served. The goal for the number of clients served annually is outlined in the associated Budget attached hereto as Exhibit C and incorporated herein.

Project Term: June 30, 2013-June 30, 2014

## II. Performance Requirements/Deliverables:

1. The Contractor shall:

   a. Provide comprehensive family planning services to sustain the total number of qualifying family planning clients served in the previous calendar year (fertile clients receiving contraceptive services).

   b. Provide outreach services and/or other program efforts designed to improve client recruitment;

   c. Supply nursing and medical services, which shall include a comprehensive health and social history and physical examination administered in accordance with all applicable Title X regulations and, all applicable nursing-medical policies or procedures which have been, or may be established by the State, specifically the Health Service and Connections Branch ;

   d. Supply contraceptive information, education, and supplies regarding all family planning methods;

   e. Provide education and counseling services regarding family planning, family planning methods, child spacing, infertility, sterilization, nutrition, sexually transmitted diseases, HIV/AIDS, adolescent counseling and other related health issues, as outlined in the Nursing and Administrative Manual;

   f. Follow-up and/or provide referral services, as appropriate.

   g. Purchase long acting reversible methods of contraception. These are limited to Intrauterine Devices (IUD) Mirena and Paraguard, and contraceptive implants.

   h. Provide the referral process and cover the actual costs of tubal ligation and vasectomy procedures.

   i. Notwithstanding the foregoing, under no circumstances shall private funding be used to purchase any pills, patches, Depo-Provera injections, condoms, or emergency contraceptive.

2. Guidelines and Manuals: The services provided by the Contractor to the clients it serves shall be performed pursuant to law in accordance with prevailing medical standard of care for the same or similar medical, nursing and professional services. The services provided shall also comply with applicable CFPI, Title X regulations, CDPHE FPP nursing-medical policies and procedures, and any applicable fiscal or administrative policies of the State or Federal government. This document is incorporated and made part of this SOW by reference and is available on the following website: http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. CDPHE will notify the contractor of all updates. The Contractor shall comply with all updates. Contractor acknowledges having reviewed and accepted these policies and procedures.

3. The services provided by the Contractor must be deemed acceptable and in good faith by the State. For a service to be "acceptable" it must comply with all applicable: CFPI requirements, Title X regulations, CDPHE FPP nursing-medical policies and procedures, and any applicable fiscal and administrative policies and procedures of the State and Federal government. All applicable Title X regulations, CDPHE FPP nursing-medical policies and procedures, and all applicable fiscal or administrative policies of the State have been provided to the Contractor by the State as of the effective date of this Task Order Contract.

4. Data Submission: On a monthly basis, Contractor shall collect and provide to the State, by the fifteenth calendar day of the following month unless otherwise specified by the State, all pertinent data as defined by the State regarding all services offered, and all family planning clients served, by its program during the preceding month, submitted through the Family Planning data system. This document is incorporated and made part of this SOW by reference and is available on the following website: http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665 under Title X Administrative Manual section. Contractor also agrees to respond to other data requests required by the program.

5. Reporting:

    a. Within thirty (30) calendar days of receipt of a written request from the State, the Contractor shall submit nursing-medical chart audits, client satisfaction surveys, Full Time Equivalent (FTE) reports and other documentation required for the Family Planning Annual Report (FPAR) to the State.
    b. Expenditure Revenue Reports: Contractor shall provide the State with the semi-annual Family Planning Expenditure/Revenue Reports. The first report is for the months of July through December (due January 31 annually); the second report is for the months of January through June (due July 30 annually). The Expenditure/Revenue Report form is incorporated and made part of this SOW by reference and is available on the following website: http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665 under Fiscal Forms section.
    c. Progress Report: 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 Work Plan in a format provided by the State. Progress reports shall be due in January 31 annually (for activity July-December) and July 30 annually (for activity January-June).

    Failure to submit acceptable reports by the due date may result in a delay or denial of the reimbursement request.

6. Laboratory: Contractor shall either use a cytology laboratory chosen by the State or, a laboratory proposed by the Contractor and approved by the State.

7. Referral: Contractor shall refer families participating in any and all programs in its agency such as the Special Supplemental Program for Women, Infants and Children (WIC), Early and Periodic Screening, Diagnosis and Treatment (EPSDT), Immunization Clinics, Health Care Program for Children with Special Health Care Needs (HCP), Prenatal Plus (PNP), etc. to appropriate enabling and direct care service programs in the community. Contractor shall provide all pregnant women in need of resources for prenatal medical care information about

programs such as WIC, PNP, etc. as needed and shall ensure that children ages birth through two years who may be eligible for early intervention services are referred to Early Intervention Colorado.

8. Meetings: Contractor shall participate in meetings or trainings as requested by the State.

9. Staffing: Contractor shall require any new family planning coordinator or fiscal staff working on Family Planning Program services to participate in Program and Fiscal Orientation within forty-five (45) days of employment.

## III. Personnel:

Contractor shall follow personnel requirements as specified in most recent CDPHE FPP nursing and administrative manuals. Professional health care providers must be in compliance with State and Federal licensing requirements and regulations. This document is incorporated and made part of this SOW by reference and is available on the following website: http://www.colorado.gov/cs/Satellite/CDPHE-PSD/CBON/1251618366665

Data Coordinator: Contractor shall identify a Primary Data Coordinator who shall annually submit to the State a list of Family Planning data system users. Contractor shall notify the State within thirty (30) days of a change of the Primary Data Coordinator.

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 Task Order Contract.

## IV. Monitoring

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the FPP Unit Manager. 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 family planning unit manager 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 WITH JUSTIFICATION FORM
## Contract Routing # 13 FLA 55319

| | |
|---|---|
| **Contractor Name** | Gunnison County Department of Health and Human Services |
| **Budget Period** | June 30, 2013-June 30, 2014 |
| **Project Name** | Gunnison Public Health Family Planning Program |

| | |
|---|---|
| **Program Contact Name, Title, Phone and Email** | Laura McLoughlin, RN, FP Coordinator, (970) 641-0209, lmcloughlin@gunnisoncounty.org |
| **Fiscal Contact Name, Title, Phone and Email** | Jane Wyman, Senior Accountant, (970) 641-7671, jwyman@gunnisoncounty.org |

Number of Target Clients (19-years and younger, 150% FPL or below) to be served in 2013-2014: 901

| **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** | | |
| **Position Title/Employee Name** | **Description of Work (for hourly employees, please include the hourly rate and number of hours in your description). Include # of months budgeted.** | **List SOW objective/activity number(s) this budget item supports** | | | | | |
| Family Planning Coordinator/Laura McLoughlin RN | 24 hours/week X 52 weeks/year @ $30.40/hour | 1, 2, 3, 4 all activities | $33,717.00 | $4,226.00 | 100.00% | | $37,943.00 |
| Nicol Talbert PA - FP clinician | 3 hours/week X52 weeks/year @$41.69/hour | 2, 3, 4 | $5,987.00 | $517.00 | 100.00% | | $6,504.00 |
| Erin Sunday CNM - FP clinician | 3.6 hours/week X52 weeks/year @$34.85/hour | 2, 3, 4 | $6,006.00 | $518.00 | 100.00% | | $6,524.00 |
| Ellen Pedersen, multicultural resource office | 2 hours/week X52 weeks/year @$34.78/hour | 1, 2, 3 | $2,720.00 | $897.00 | 100.00% | $3,617.00 | $0.00 |
| Kim Bemis - bilingual medical assistant/admin. | 8 hours/week X52 weeks/year @$30.85/hour | 1 activity 2 &2b, 2 activity 2.3, 3, 4 | $9,967.00 | $2,659.00 | 100.00% | $12,626.00 | $0.00 |
| Jill Stahlnecker - admin. | 5 hours/week X52 weeks/year @$22.35/hour | 3 | $4,992.00 | $820.00 | 100.00% | | $5,812.00 |
| | | | | | | | $0.00 |
| | | | | | | | $0.00 |
| | | | | | | | $0.00 |
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| | | | | | | | $0.00 |
| | | | | | | | $0.00 |
| | | | | | | | $0.00 |
| | | | | | | | $0.00 |
| **Total Personal Services (including fringe benefits)** | | | **$63,389.00** | **$9,637.00** | **6.00** | **$16,243.00** | **$56,783.00** |
| **Supplies & Operating Expenses** | | | | | | | |
| **Item** | **Description of Item** | **List SOW objective/activity number(s) this budget item supports** | **Rate** | | **Quantity** | **Match or In kind (if applicable)** | **Total Amount Requested from CDPHE** |
| Contraceptive methods | LARCs ($4758 CFPI), oral contraceptives, vaginal rings, condoms | 1, 1.2 | | | | $20,700.00 | $8,434.00 |
| Chlamydia testing | Urine and cervical screenings send to CDPHE Lab | | | | | $3,200.00 | |

Colorado Department of Public Health and Environment

# Colorado Department of Public Health and Environment
## PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
## Contract Routing # 13 FLA 55319

| | |
|---|---|
| **Contractor Name** | Gunnison County Department of Health and Human Services |
| **Budget Period** | June 30, 2013-June 30, 2014 |
| **Project Name** | Gunnison Public Health Family Planning Program |

| | |
|---|---|
| **Program Contact Name, Title, Phone and Email** | Laura McLoughlin, RN, FP Coordinator, (970) 641-0209, lmcloughlin@gunnisoncounty.org |
| **Fiscal Contact Name, Title, Phone and Email** | Jane Wyman, Senior Accountant, (970) 641-7671, jwyman@gunnisoncounty.org |

Number of Target Clients (19-years and younger, 150% FPL or below) to be served in 2013-2014: 901

| | | | | | | |
|---|---|---|---|---|---|---|
| Other lab testing | Pap smears, HPV typing | | | | $9,836.00 | |
| Clinical supplies | table paper, speculums, pH paper, Rapid HIV tests, | | | | $3,330.00 | |
| Office operating supplies | paper, charts, pens, etc. | 1 | | | $1,620.00 | |
| Advertising | newspaper, radio, and WSCU student paper ads (FP program promotion) | | | | $1,500.00 | |
| Insurance and Bonds | liability insurance for physicians assistant | | | | $1,500.00 | |
| | | | | **Total Supplies & Operating Expenses** | **$41,686.00** | **$8,434.00** |
| **Travel** | | | | | | |
| **Item** | **Description of Item** | **List SOW objective/activity number(s) this budget item supports** | **Rate** | **Quantity** | **Match or In kind (if applicable)** | **Total Amount Requested from CDPHE** |
| Registration | Annual conference for at least 2 staff members | 1, 2, 3 | | | | $500.00 |
| Airfare/mileage | Travel to and from conference (estimated since conference details not | 1, 2, 3 | | | | $500.00 |
| meals | Estimated 3 days worth of meals for 2 staff | 1, 2, 3 | | | | $375.00 |
| | | | | **Total Travel** | **$0.00** | **$1,375.00** |
| **Contractual (payments to third parties or entities)** | | | | | | |
| **Item** | **Subcontractor Entity Name and/or Description of Item.** | **List SOW objective/activity number(s) this budget item supports** | **Rate** | **Quantity** | **Match or In kind (if applicable)** | **Total Amount Requested from CDPHE** |
| Contractual | IUD insertions - CFPI (Marie Matthews, MD at Gunnison Valley Family | 1 | 100 | 36 | | $3,600.00 |
| Contractual | IUD removals - CFPI (see above) | 1 | 100 | 18 | | $1,800.00 |
| Contractual | Nexplanon inserts- CFPI (Nicol Talbert PA inserts and removes Nexplanon at Gu | 1 | 100 | 10 | | $1,000.00 |
| Contractual | Nexplanon removals - CFPI (see above) | 1 | 100 | 10 | | $1,000.00 |
| | | | | **Total Contractual** | **$0.00** | **$7,400.00** |

Colorado Department of Public Health and Environment

# Colorado Department of Public Health and Environment
## PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
## Contract Routing # 13 FLA 55319

| | |
|---|---|
| **Contractor Name** | Gunnison County Department of Health and Human Services |
| **Budget Period** | June 30, 2013-June 30, 2014 |
| **Project Name** | Gunnison Public Health Family Planning Program |

| | |
|---|---|
| **Program Contact Name, Title, Phone and Email** | Laura McLoughlin, RN, FP Coordinator, (970) 641-0209, lmcloughlin@gunnisoncounty.org |
| **Fiscal Contact Name, Title, Phone and Email** | Jane Wyman, Senior Accountant, (970) 641-7671, jwyman@gunnisoncounty.org |

Number of Target Clients (19-years and younger, 150% FPL or below) to be served in 2013-2014: 901

| | |
|---|---|
| **SUB-TOTAL BEFORE INDIRECT** | **$73,992.00** |

Colorado Department of Public Health and Environment

# Colorado Department of Public Health and Environment
## PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
## Contract Routing # 13 FLA 55319

| | |
|---|---|
| **Contractor Name** | Gunnison County Department of Health and Human Services |
| **Budget Period** | June 30, 2013-June 30, 2014 |
| **Project Name** | Gunnison Public Health Family Planning Program |

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| **Program Contact Name, Title, Phone and Email** | Laura McLoughlin, RN, FP Coordinator, (970) 641-0209, lmcloughlin@gunnisoncounty.org |
| **Fiscal Contact Name, Title, Phone and Email** | Jane Wyman, Senior Accountant, (970) 641-7671, jwyman@gunnisoncounty.org |

Number of Target Clients (19-years and younger, 150% FPL or below) to be served in 2013-2014: 901

| **Indirect** | | | |
|---|---|---|---|
| **Item** | **Description of Item (description is not necessary for the negotiated rate agreement)** | **Match or In kind (if applicable)** | **Total Amount Requested from CDPHE** |
| Negotiated Indirect cost rate (Federal or CDPHE) | 10% of CDPHE portion of Personnel Cost to cover management/administrative time. | | $5,678.00 |
| Indirect (other): please list specific indirect costs in description if no rate exists | | | |
| Indirect (other): Modified budget item rate, if applicable | | | |
| | **Total Indirect** | **$0.00** | **$5,678.00** |
| | **TOTAL MATCH OR IN KIND** | **$57,929.00** | |
| | | **TOTAL** | **$79,670.00** |