AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Approved Task Order Contract – Waiver #154; Colora

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environment

Term Begins: 7/1/16 **Term Ends:** 6/30/2017 **Grant Contract #:**

Summary:

New 5 yr. grant with CDPHE to implement evidence-based Communities That Care model to prevent youth substance abuse. Funding only available through local public health agencies that identified Substance Abuse & Mental Health in Community Health Assessment (done by west Central Public

Fiscal Impact: $91,519 for year one of five.

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

Finance Review: (●) Required ( ) Not Required

Comments:
Will need to amend budget to include this new grant, no concerns.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/4/2016

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

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 5/2/2016 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/12/2016

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/17/2016

Revised April 2015

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

CMS ROUTING NO. 17 FHLA 89323

APPROVED TASK ORDER CONTRACT – WAIVER #154

This task order contract is issued pursuant to master contract made on 01/17/12, 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
Injury and Violence Prevention - Mental Health Promotion
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

CONTRACTOR DUNS: 133115220

CONTRACTOR ENTITY TYPE:
Political Subdivision Colorado

CONTRACT MADE DATE: 4/10/2016

CORE ENCUMBRANCE NUMBER:
CT FAAAFHLA201700000148

BILLING STATEMENTS RECEIVED:
Monthly

TERM:

This contract shall be effective upon approval by the State Controller, or designee, or on 07/01/2016, whichever is later. The contract shall end on 06/30/2018.

STATUTORY AUTHORITY: C.R.S. § 25-3.5-1001 through 1007 et al. (October 15, 2009)

CLASSIFICATION: Sub-Recipient

CONTRACT PRICE NOT TO EXCEED: $91,519.00

FEDERAL FUNDING DOLLARS: $0.00

STATE FUNDING DOLLARS: $91,519.00

OTHER FUNDING DOLLARS: $0.00

Specify "Other":

PROCUREMENT METHOD:
Exempt

BID/RFP/LIST PRICE AGREEMENT NUMBER:
Not Applicable

MAXIMUM AMOUNT AVAILABLE PER FISCAL YEAR:
FY17: $91,519.00

LAW SPECIFIED VENDOR STATUTE:
Not Applicable

STATE REPRESENTATIVE:
Ali Maffey, MSW
Policy and Communication Unit Supervisor
VIP - MHP Branch
Prevention Services Division, A-4
4300 Cherry Creek Drive South
Denver, Colorado 80246

PRICE STRUCTURE: Cost Reimbursement

CONTRACTOR REPRESENTATIVE:
Carol Worrall
Director of Public Health
225 North Pine Street, Suite E
Gunnison, Colorado 81230-2333

PROJECT DESCRIPTION:
Implement the "Communities that Care" model to identify evidence-based or evidence-informed youth substance abuse prevention strategies and identify sustainable local or regional strategies for ongoing implementation of youth substance abuse prevention strategies.

EXHIBITS:

The following exhibits are hereby incorporated:

Exhibit A -	Additional Provisions (and any of its Attachments; e.g., A-1, A-2, etc.)
Exhibit B -	Statement of Work (and any of its Attachments; e.g., B-1, B-2, etc.)
Exhibit C -	Budget (and any of its Attachments; e.g., C-1, C-2, etc.)
Exhibit D -	Grant Funding Change Letter
Exhibit E -	Option Letter

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
for the use and benefit of the
Gunnison County Department of Health and Human Services

Legal Name of Contracting Entity

Print Name of Authorized Officer

Signature of Authorized Officer

Date

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:
Robert Jaros, CPA, MBA, JD

By: _____

Date _____

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ADDITIONAL PROVISIONS
To Task Order Contract Dated 04/10/2016 CMS Task Order Routing Number 17 FHLA 89323

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 Contract, the Contractor shall submit a signed Monthly CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links and is incorporated and made part of this 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 with the Excel workbook containing the Expenditure Details page to: Ali Maffey, MSW, Policy and Communication Unit Supervisor, ali.maffey@state.co.us

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

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

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

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 Contract does not constitute a Business Associate relationship under HIPAA.

5. This award does not include funds for Research and Development.

6. If Contractor indicates full expenditure of funds under this Contract by March 31 of each grant year and the full expenditure does not occur, CDPHE has the option to reduce current or upcoming 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 31 of each grant year an expectation of surplus of funds or inability to fully expend said funds for unforeseen circumstances that Contractor had not anticipated by March 31, 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. 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 shall be submitted to the State at least ninety (90) days prior to the end of the contract period and may require an amendment in accordance with *General Provisions,* Section 16, *Contract Modifications,* of this Contract.

8. 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 Contract. At the end of the term of this Task Order Contract, the State shall approve the disposition of all equipment.

9. Contractor shall not use State 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).

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

11. The State may require continued performance for a period of up to three (3) years at the same rates and same terms specified in the Task Order Contract. If the State exercises the option, it will provide written notice to Contractor at least 30 days prior to the end of the current contract term in a form substantially equivalent to **Exhibit E**. If exercised, the provisions of the Option Letter shall become part of and be incorporated into the original Task Order Contract. The total duration of this Task Order Contract, including the exercise of any options under this clause, shall not exceed five (5) years. (**Note:** 5 years is the maximum allowable.)

12. The State may increase or decrease the quantity of goods/services described in **Exhibit B** based upon the rates established in the Task Order Contract. If the State exercises the option, it will provide written notice to Contractor as least 1 day prior to the end of the current contract term in a form substantially equivalent to **Exhibit E**. Delivery/performance of the goods/service shall continue at the same rates and terms. If

exercised, the provisions of the Option Letter shall become part of and be incorporated into the original Task Order Contract.

13. The State may require the contractor to begin performance on the next contact phase as outlined in the Statement of Work in **Exhibit B** and at the same terms and same conditions stated in the Task Order Contract. If the State exercises this option, it will provide written notice to the contractor at least 1 day prior to the end of the current phase in a form substantially equivalent to **Exhibit E**. If exercised, the provisions of the Option Letter shall become part of and be incorporated into the original Task Order Contract.

STATEMENT OF WORK
To Original Contract Routing Number 17 FHLA 89323

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

I. Entity Name: Gunnison County Department of Health and Human Services
Term: July 1, 2016 through June 30, 2018

II. Project Description:
This project serves to implement the *Communities That Care* model, with fidelity, in order to identify evidence-based or evidence-informed youth substance abuse prevention strategies in communities across Colorado. Additionally, this funding supports communities to identify sustainable local or regional strategies and funding for the ongoing implementation of youth substance abuse prevention strategies within each locality.

III. Definitions:

1. **Behavioral health:** a continuum of services for individuals at risk of, or suffering from, mental, behavioral, or addictive disorders, and behavioral health, and as a discipline, refers to mental health, psychiatric, marriage and family counseling, and addictions treatment, and includes services provided by social workers, counselors, psychiatrists, psychologists, neurologists, and physicians, as well as nurse practitioners and physician assistants.
2. **CDE:** Colorado Department of Education
3. **CDPHE:** Colorado Department of Public Health and Environment
4. **CTC** or **Communities That Care:** an evidence-based community engagement model identified as a promising program by the Blueprints for Healthy Youth Development evidence-based registry. Communities that Care includes 5 Phases of implementation:
    a. Phase 1: Get Started
    b. Phase 2: Get Involved
    c. Phase 3: Develop Community Profile
    d. Phase 4: Create a Plan
    e. Phase 5: Implement and Evaluate
5. **DCJ**: Division of Criminal Justice,
6. **LPHA:** Local Public Health Agency
7. **MCH:** Maternal Child Health
8. **OBH**: Office of Behavioral Health at the Colorado Department of Human Services
9. **Primary Prevention**: As defined by the Centers for Disease Control's Principles of Prevention Guide, primary prevention takes place BEFORE substance abuse initially occurs. It involves programs and strategies designed to reduce the factors that put people at risk for substance abuse or exposure. Or, they encourage the factors that protect or buffer people from substances.
10. **PYD:** Positive Youth Development is an approach that guides communities and organizations in the way that they organize services, opportunities and supports. In practice, this approach incorporates the development of skills, opportunities and authentic relationships into programs, practices and policies, so that young people reach their full potential.
11. **Socioecological model:** CDC uses a four-level social-ecological model to better understand violence and the effect of potential prevention strategies. This model considers the complex interplay between individual, relationship, community, and societal factors.
12. **State-funded prevention programs**: Examples of state-funded prevention programs include the Tony Grampsas Youth Services projects, sexual violence prevention programs, communities funded by the Office of Suicide Prevention, LPHA Maternal Child Health, CDE grantees, collaborative management programs, community substance abuse treatment programs funded by OBH, Senate Bill 94 programs, and other Division of Criminal Justice programs.
13. **Substance abuse:** substance abuse among youth includes underage use of marijuana and alcohol and the misuse of prescription drugs/opioids. Additional substances may be included in the definition of substance abuse by a community if they have documented data of misuse or abuse among youth in their community, excluding tobacco.
14. **TGYS:** Tony Grampsas Youth Services grants for primary prevention programs in communities.

IV. Work Plan:

Goal #1: Prevent substance abuse among youth within the community by addressing common risk factors and improving protective factors across the socioecological model within Colorado.	
Objective #1: No later than December 31, 2016, the Contractor shall negotiate and receive formal agreement from key leaders and stakeholder groups within the community to implement the *Communities That Care* (CTC) model to identify youth substance abuse prevention evidence-based strategies that address identified risk or protective factors within the community.	
Primary Activity #1	The Contractor shall mobilize and build capacity among a coalition of stakeholders through steps of the *Communities That Care* model, using data and priorities tailored by each individual community.
Sub-Activities #1	1. The Contractor shall provide a full time *Communities That Care* facilitator. 2. The Contractor shall recruit key leaders and potential community board members to participate in the CTC coalition, using guidance outlined in the CTC model. 3. The Contractor shall recruit leaders of state-funded prevention and treatment projects to participate in the community coalition, as available within the communities. 4. The Contractor shall provide liaisons for parent and youth engagement, supporting the family leaders and youth advisors that are engaged in the coalition. 5. The Contactor shall recruit a minimum of four (4) youth advisors and two (2) family leaders to participate on one of the workgroups within the community coalition. Family leaders may include graduates of CDPHE's Family Leadership Training Institute.] 6. The Contractor shall use group facilitation skills and tools provided by CTC to help guide the coalition through the CTC process. 7. The Contractor shall prepare for and lead the CTC workshops for Phase 1, in appropriate order and timing, for effective community progress. 8. The Contractor shall hold regular meetings of the coalition, a minimum of one (1) meeting of the coalition or a workgroup per month. 9. The Contractor shall complete the CTC Milestones & Benchmarks evaluation tool for Phase 1, with the support of the coalition. 10. The Contractor shall ensure all community coalition meeting preparation and follow-up is completed. 11. The Contractor shall facilitate delegation of community prevention coalition tasks, including but not limited to collecting, organizing, and analyzing data; community outreach and public relations; and coalition meetings. 12. The Contractor shall train community coalition members to expand community outreach.
Objective #2: No later than March 30, 2017, the Contractor shall complete an assessment and gap analysis of youth substance abuse prevention concerns within the community.	
Primary Activity #1	The Contractor shall analyze local and regional data to identify gaps in prevention for youth substance use or abuse.

Sub-Activities #1	1. The Contractor shall review data about substance abuse and mental health risk and protective factors in the community using a list provided by CDPHE of recommended indicators. This shall include school, district or regional level data from the *Healthy Kids Colorado Survey* (where available), to be provided by CDPHE. 2. The Contractor shall review and update information included in the existing local community health assessment required in the Public Health Act of 2008, regarding youth substance abuse and mental health with members of the coalition. 3. The Contractor shall prepare for and lead the CTC workshops for Phases 2-3 with appropriate timing for effective community progress 4. The Contractor shall complete additional assessments/data analysis to develop a clear picture of gaps in youth substance abuse prevention within the community, specifically related to shared risk and protective factors that prevent substance use. 5. The Contractor shall request data from members of the coalition to further analyze gaps in local youth substance abuse prevention. 6. The Contractor shall request local or regional data from CDPHE released after the completion of the existing community health assessment to further identify gaps or concerns related to youth substance use, abuse, and prevention. 7. The Contractor shall engage community members to assess risk and protective factors driving prioritized problems based on selected prevention priorities. 8. The Contractor shall map existing resources already in place within the community to address the gaps identified in the data. 9. The Contractor shall analyze and summarize these assessment results in an updated community health assessment report using a CDPHE-approved template for the substance abuse-related risk, protective and outcome data. 10. The Contractor shall present the results of the updated community health assessment report, a minimum of twice during the first twelve (12) months of this Contract, including members of the coalition and community. 11. The Contractor shall identify a shared mission and vision of coalition members, based on information from the updated needs assessment. 12. The Contractor shall complete the Phase 5 Trainings on Funding and Systems Change with the coalition. 13. The Contractor shall complete the CTC Milestones & Benchmarks evaluation tool for Phases 2-3 and related tasks in Phase 5, with the support of the coalition.
Objective #3: No later than June 30, 2017, the Contractor shall develop a prevention action plan to implement primary prevention strategies to reduce risk and promote protective factors addressing gaps in youth substance abuse prevention identified in the assessment.	
Primary Activity #1	The Contractor shall develop a prevention action plan to address gaps in youth substance abuse prevention identified in the assessment, to be implemented in years two through five of this Contract, using evidence-based or informed strategies from a list approved by CDPHE.

Sub-Activities #1	1. The Contractor shall build capacity of community coalition members to address alcohol, prescription drug, and marijuana use/abuse among youth by providing a minimum of two (2) trainings designed for coalition members: substances and impacts of their use on young people and positive youth development principles and practices. 2. The Contractor shall determine (in consultation with coalition) the geographic areas/community(ies) appropriate for intervention within the prevention action plan. 3. The Contractor shall prepare for and lead the CTC workshops for Phases 4-5 with appropriate timing for effective community progress, with support from CDPHE. 4. The Contractor shall develop a process for setting prevention priorities based on updated assessment data from that community. 5. The Contractor shall identify existing prevention programs that can be leveraged to address the strategies selected at each of the socioecological model levels, including programs funded by CDE, MCH, TGYS, OBH or DCJ. 6. The Contractor shall identify (in consultation with coalition) a minimum of one (1) prevention strategy from both the societal and community levels of the socioecological model to implement to improve social norms, life skills and resilience, and community connectedness. Strategies shall be selected from a menu of prevention strategies to be provided by CDPHE. 7. The Contractor shall identify (in consultation with coalition) action steps to improve implementation of evidence-based prevention strategies from the menu of prevention strategies at the individual and relationship levels of the socioecological model. 8. The Contractor shall develop a logic model that illustrates and connects the problems the coalition will address, evidence-based strategies to address those problems, and anticipated outcomes. 9. The Contractor shall work with community prevention coalition members, members of the larger community and CDPHE to develop a comprehensive community prevention action plan, using evidence-based or evidence-informed strategies from the menu of prevention strategies to be provided by CDPHE. 10. The Contractor shall develop budgets for implementation of prevention strategies identified by the coalition. 11. The Contractor shall identify process and outcome evaluation measures for each action step and strategy implemented within the prevention action plan. 12. The Contractor shall complete the relevant sections of the CTC Milestones & Benchmarks evaluation tool for Phases 4-5, with the support of the coalition.
Objective #4: No later than June 30, 2018, the Contractor shall implement substance abuse prevention strategies within the community.	
Primary Activity #1	The Contractor shall document the implementation of a minimum of twelve (12) months of completion of specific action steps and related evaluation measures from the prevention action plan, including successes and challenges the CTC coalition encountered while implementing substance abuse prevention strategies within the community.
Sub-Activities #1	1. The Contractor shall be aware of and involved in the implementation of any substance abuse prevention strategies within the community to avoid duplication.. 2. The Contractor shall document successes or challenges encountered by community coalition members while implementing strategies. 3. The Contractor shall track progress toward implementation of the steps outlined in the community prevention action plan. 4. The Contractor shall discuss edits and updates to the community prevention action plan with the CDPHE contract monitor. 5. The Contractor shall complete the relevant sections of the CTC Milestones & Benchmarks evaluation tool for Phases 4 and 5, with the support of the coalition.

Standards and Requirements	1. 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. The Contractor shall monitor documents and website content for updates and comply with all updates. 2. The Contractor shall participate in all required technical assistance meetings conducted by the CDPHE CTC team. 3. The Contractor shall facilitate and document the implementation of the five phases of the *Communities That Care* model with fidelity, providing justification for necessary adaptations. The five phases are described on the CTC website: http://www.communitiesthatcare.net/how-ctc-works/, incorporated and made part of this Contract by reference. 4. The Contractor shall ensure the CTC Facilitator demonstrates the skills identified in the job description provided by the University of Washington. 5. CDPHE will provide a list of recommended youth substance abuse and mental health risk and protective factor indicators for a community to review for inclusion in the updated community health assessment. 6. CDPHE will provide a menu of approved primary prevention strategies across the socioecological model for implementation by communities. These strategies will be based on the best available research and evidence for the prevention of substance abuse. 7. The Contractor shall select strategies for implementation in the community prevention action plan from the menu of primary prevention strategies to be provided by CDPHE. The Contractor shall employ a minimum of one (1) strategy at the community and one (1) strategy at the societal levels of the socioecological model. 8. The Contractor shall use the CDPHE-approved template for the community prevention action plan. 9. CDPHE will review the following submitted items within five (5) business days of receipt and provide feedback: a. updated chapter for the community health assessment with recent data on risk and protective factors related to youth substance use. b. community prevention action plan and related evaluation activities. 10. The Contractor shall receive CDPHE approval for the community prevention action plan prior to strategy implementation. 11. The Contractor shall receive CDPHE approval for the community prevention action plan prior to implementing evaluation strategies. 12. The Contractor shall submit any edits to the community prevention action plan to CDPHE for approval. 13. The Contractor shall adhere to all eCTC license agreement requirements. 14. The Contractor shall ensure all community facilitators using the eCTC system successfully complete the Facilitator Training and content mastery assignment in advance of launching eCTC in their communities. a. To ensure high quality implementation of eCTC, this license assumes that community facilitators have successfully completed a Facilitator Training and content mastery assignment, and their communities are working with a certified CTC coach. 15. The Contractor shall comply with the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS Standards) website http://www.integration.samhsa.gov/EnhancedCLASStandardsBlueprint.pdf as they relate to health communications and is incorporated and made part of this Contract by reference. 16. The Contractor shall utilize current substance abuse social marketing campaign materials provided by CDPHE. 17. The Contractor shall use only marijuana research or statements on the health effects outlined by the Retail Marijuana Public Health Advisory Committee. These approved health statements and factsheets are incorporated and made part of this Contract by reference and are available on the following website www.colorado.gov/marijuana. 18. The Contractor shall attend identified trainings, including grantee orientation, the *Communities That Care* model, effective facilitation strategies, positive youth

	development, accessing data resources, prevention-science, and others as identified. 19. CDPHE will provide Healthy Kids Colorado Survey data at the regional level, where available. www.chd.dphe.state.co.us/topics.aspx?q=Adolescent_Health_Data. This information is incorporated and made part of this Contract by reference. 20. The Contractor shall provide CDPHE with an updated staff roster of CTC Facilitators within two (2) weeks of any staffing change. 21. The Contractor shall use the CDPHE-approved progress and final report template, to be provided by CDPHE, which includes the following requirements: a. Updates to the Milestones and Benchmarks process tracking document, b. Number and description of community partners engaged in the coalition and workgroups, c. Evaluations of workshops, workgroups and coalition meetings, d. Updates, progress, and outcome reporting on any prevention action plan steps and related evaluation activities within the community prevention action plan, e. Opportunities and next steps for the program, and f. document a minimum of one (1) documented success story from the project. 22. The Contractor shall provide to CDPHE upon request written procedures related to gift card purchase and handling. At a minimum, the procedures must include the following: a. How the gift card inventory is tracked and maintained b. Gift card storage and safeguards against theft c. The primary person responsible for securing and distribution gift cards, d. A gift card distribution log that records each gift card number, dollar amount, and the printed name and signature of each gift card recipient.
Expected Results of Activity(s)	Reduce youth substance use and abuse through the implementation of the *Communities That Care* model and identified evidence-informed primary prevention strategies in communities across Colorado.
Measurement of Expected Results	Final progress and outcome evaluation results, including: a. documented CTC Milestones & Benchmarks b. community health assessment with analyzed data on risk and protective factors related to youth substance use c. implementation of community prevention action plan, including evaluation activities

		Completion Date
Deliverables	1. The Contractor shall provide a monthly update via phone to the CTC Coordinator at CDPHE on the progress of the activities and deliverables in the scope of work. The Contractor will include CTC Facilitator staff on the monthly call for needed TA and coaching.	No later than the first of each month
	2. The Contractor shall provide completed "Milestones & Benchmarks" spreadsheet via email to the CTC Coordinator documenting completed activities for Phase 1 of the CTC process.	No later than December 31, 2016.
	3. The Contractor shall submit a mid-year progress report via email to the CTC Coordinator following CDPHE guidance that provides an overview of all activities implemented in the first six months of funding.	No later than December 31, 2016.

	4. The Contractor shall provide completed "Milestones & Benchmarks" spreadsheet via email to the CTC Coordinator documenting completed activities for Phases 2-3 of the CTC process.	No later than March 31, 2017
	5. The Contractor shall provide an updated chapter of the community health assessment via email to the CTC Coordinator with recent data on risk and protective factors related to youth substance use.	No later than March 31, 2017
	6. The Contractor shall submit a community prevention action plan via email to the CTC Coordinator for implementation in years two (2) through five (5) that addresses the identified gaps found in the community health assessment.	No later than June 30, 2017
	7. The Contractor shall submit a quarterly report via email to the CTC Coordinator that provides an overview of all activities implemented in the first quarter of the second fiscal year.	No later than September 30, 2017
	8. The Contractor shall submit an eighteen-month (18) report via email to the CTC Coordinator that provides an overview of all activities implemented in the first eighteen months of the contract.	No later than December 31, 2017
	9. The Contractor shall submit a quarterly report via email to the CTC Coordinator that provides an overview of all activities implemented in the third quarter of the second fiscal year.	No later than March 30, 2018
	10. The Contractor shall submit a final report via email to the CTC Coordinator that provides an overview of all activities implemented in the second fiscal year.	No later than July 31, 2018

V. Monitoring:

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the CTC Coordinator. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports and other fiscal and programmatic 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 **fifteen (15)** calendar days of discovery of a compliance issue. Within **thirty (30)** 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 CTC Coordinator 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 provisions of this contract.

COLORADO
Department of Public Health & Environment

PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing # 17 FHLA 89323

Contractor Name	Gunnison County
Budget Period	7/1/2016-6/30/2017
Project Name	Gunnison County Public Health and Gunnison County Substance Abuse Prevention Project (GCSAPP)

Program Contact Name, Title, Phone and Email	Kari Commerford, GCSAPP Director (970) 642-7393
Fiscal Contact Name, Title, Phone and Email	Gunnison County, Matthew Birnie, County Manager (970)

Expenditure Categories

Personal Services
Salaried Employees

Position Title/Employee Name	Description of Work	Budget Item Supports SOW (Yes/No)	Gross or Annual Salary	Fringe	Percent of Time on Project	Total Amount Requested from CDPHE
						$0.00

Personal Services
Hourly Employees

Position Title/Employee Name	Description of Work	Budget Item Supports SOW (Yes/No)	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Total Amount Requested from CDPHE
CTC Facilitator	CTC facilitator will be required to attend all trainings and the lead for implementing the CTC model into the GCSAPP coalition and community. The CTC facilitator will be in charge of publishing and presenting data and coalition work to community.	Yes	$25.00	$5.00	1092	$32,760.00
Coalition/Community Facilitator - Public Health	Chair 2 workgroup/domains of CTC, outreach and engagement of new community members, facilitate parent-community support sessions, to begin September '16	Yes	$20.00	$5.00	336	$8,400.00
Coalition/Community Facilitator - Public Health	Chair 2 workgroup/domains of CTC, outreach and engagement of new community members, facilitate parent-community support sessions, to begin September '16	Yes	$19.00	$5.00	252	$6,048.00

PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing # 17 FHLA 89323

Contractor Name	Gunnison County
Budget Period	7/1/2016-6/30/2017
Project Name	Gunnison County Public Health and Gunnison County Substance Abuse Prevention Project (GCSAPP)

Program Contact Name, Title, Phone and Email	Kari Commerford, GCSAPP Director (970) 642-7393
Fiscal Contact Name, Title, Phone and Email	Gunnison County, Matthew Birnie, County Manager (970)

Community Health Assessment Coordinator	Analyze and create a report on 2015 HKCS data, and other available data to better understand current substance use trends, perception and level of acceptance of substance use in our community. 4 hours per week September 2016 - May 2016	Yes	$21.00	$0.00	152	$3,192.00
					Total Personal Services (including fringe benefits)	**$50,400.00**
Supplies & Operating Expenses						
Item	**Description of Item**	**Budget Item Supports SOW (Yes/No)**	**Rate**	**Quantity**		**Total Amount Requested from CDPHE**
Childcare costs	Provided for workgroup member's children. $25 per event x 16 events.	Yes	$25.00	16		$400.00
Coalition meeting meals	meals for attendance at 6 anticipated coalition meetings for 30 people x $10/pp	Yes	$300.00	6		$1,800.00
Workgroup meeting meals	food for 10 people per group, 6 workgroups x $5pp. Each workgroup will meet 5 times in the year.	Yes	$300.00	5		$1,500.00
Community Forum/Education	Two community fourms/educational events (one in Gunnison and one in Crested Butte) in order to inform the community about the Communities that Care model and the coalition work. This will also include a professional presentation on rish protective factors. Rental $400, food $10pp x 100, supplies (notebooks, pens) $250, speaker fee $500, incentives for participation $25 x 10 = $250.	Yes	$2,400.00	2		$4,800.00
Meals for Sources of Strength training	Food for two day training for 50 people @ $9pp x 2 days	Yes	$450.00	2		$900.00
Publish local survey data results	Data/Survey results sharing with community through local newspapers. $250 per ad, three newspapers, placing the ads twice each.	Yes	$250.00	6		$1,500.00
General office supplies	office supplies for coalition meetings and materials. $25 per month x 12 months	Yes	$25.00	12		$300.00
Postage - general - Public Health	postage. $50 per month x 12 months	Yes	$50.00	12		$600.00
Copies - general - Public Health	copies. $50 per month x 12 months	Yes	$50.00	12		$600.00
Computer (1 for public health 1 for GCSAPP)	$200/mo cost charged by county to programs for use of desktop computer x 12 months x 2	Yes	$400.00	12		$4,800.00

PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
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Conference Registration Fees	$400 per person to attend professional conferences including staff and youth advisors, 5 total	Yes	$400.00	5	$2,000.00
				Total Supplies & Operating Expenses	**$19,200.00**
Travel					
Item	**Description of Item**	**Budget Item Supports SOW (Yes/No)**	**Rate**	**Quantity**	**Total Amount Requested from CDPHE**
Regional/State Training for coalition members	training for coaltiion members to keep up to date on Prevention Education material. Mileage 800 miles x .54 per mile	Yes	$0.54	800	$432.00
Regional/State Training for coalition members	hotel for 5 people for 3 nights. $172 per night is the GSA room rate for Denver, CO.	Yes	$172.00	15	$2,580.00
Regional/State Training for coalition members	GSA-approved per diem meals and incidentals for Denver, CO. 5 staff members for 3 days x $69 per night.	Yes	$69.00	15	$1,035.00
CTC training for Facilitator	travel to CTC required training. Mileage 1000 miles x .54 per mile.	Yes	$0.54	1000	$540.00
CTC training for Facilitator	Hotel for 4 nights for 1 person. $172 per night is the GSA room rate for Denver,	Yes	$172.00	4	$688.00
CTC training for Facilitator	GSA-approved per diem meals and incidentals for Denver, CO. 5 staff members for 4 days x $69 per night.	Yes	$69.00	4	$276.00
Local Travel	county wide travel for CTC facilitator and GCSAPP/Public Health Staff. 1500 miles x .54 per mile.	Yes	$0.54	1500	$810.00
				Total Travel	**$6,361.00**
Contractual					
Subcontractor Name	**Description of Item**	**Budget Item Supports SOW (Yes/No)**	**Rate**	**Quantity**	**Total Amount Requested from CDPHE**
Sources of Strength training	Program training cost to train Crested Butte school staff on Sources of Strength implementation. Cost charged by Sources of Strength curriculum authors.	Yes	$4,000.00	1	$4,000.00
WCSU Youth	Youth advisors will serve as liaisons between GCSAPP coalition, WSCU students, and high school students. Outreach workgroup member - starting October 2016. $200/mo. Per students	Yes	$400.00	9	$3,600.00

PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
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Program Contact Name, Title, Phone and Email	Kari Commerford, GCSAPP Director (970) 642-7393
Fiscal Contact Name, Title, Phone and Email	Gunnison County, Matthew Birnie, County Manager (970)

Local High School Youth Advisors	Youth advisors will serve as liaisons between GCSAPP coalition, WSCU students, and high school students. Outreach workgroup member Starting October 2016. $100mo per student	Yes	$200.00	9	$1,800.00
Translation Services	Translates information and delivers as community education. Outreach workgroup member. Starting October 2016, $200 per month.	Yes	$200.00	9	$1,800.00
				Total Contractual	**$11,200.00**
				SUB-TOTAL BEFORE INDIRECT	**$87,161.00**
Indirect					
Item	**Description of Item**				**Total Amount Requested from CDPHE**
Negotiated Indirect cost rate (Federal, State, or CDPHE)	Gunnison County has a 63.21% Indirect Rate but has chosen to use a 5% rate for this project.				$4,358.05
Indirect rate (other):					
Indirect (modified or additional base)					
				Total Indirect	**$4,358.05**
				TOTAL	**$91,519**

GRANT FUNDING CHANGE LETTER

Date:	State Fiscal Year:	Grant Funding Change Letter (GFCL) #	CMS Routing #
			CORE Encumbrance #

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 words here if previous amendment(s), renewal(s) have been processed] between the State of Colorado, Department of Public Health and Environment and <insert contractor name> beginning <insert start date of original contract> and ending on <insert ending date of current contract amendment>, the undersigned commits the following funds to the Grant:

The amount of (federal, state, other) grant funds available and specified in Section of <insert previous contract modification number and routing number> is ☐ increased or ☐ decreased by $ amount of change to new total funds for the period <date to date> of $ <insert new period cumulative total> for the following reason: Section is hereby modified accordingly. The revised Budget is incorporated herein by this reference and identified as Revised Exhibit *. (if budget attached; delete sentence if no budget included.)
Complete the table below; insert/delete rows as needed.

The table below reflects the original budget and all modifications to the total since the effective date of the Original Contract.

SUMMARY OF CHANGES					
Document Type	**CMS Routing #**	**Funding Source** (federal, state, other)	**Period**	**Dollar Amount**	**Period Total**
Original Contract				$	$
				$	$
				$	$
				$	$
				$	$
			Contract Cumulative Grand Total	$	

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 <insert projected effective date>, whichever is later.

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

OPTION LETTER

Date:	State Fiscal Year:	Option Letter No.	CMS Routing #
			CORE Encumbrance #

1) **OPTIONS:** Choose all applicable options listed in §1 and in §2 and delete the rest.
   - **a.** Option to renew only *(for an additional term)*
   - **b.** Change in the amount of goods within current term
   - **c.** Change in amount of goods in conjunction with renewal for additional term
   - **d.** Level of service change within current term
   - **e.** Level of service change in conjunction with renewal for additional term
   - **f.** Option to initiate next phase of a contract

2) **REQUIRED PROVISIONS**. All Option Letters shall contain the appropriate provisions set forth below:
   - **a.** **For use with Options 1(a-e):** In accordance with Section(s) of the Original Contract routing number between the State of Colorado, Insert Name of Department or Higher Ed Institution **,** and Contractor's Name, the State hereby exercises its option for an additional term beginning Insert start date and ending on Insert ending date at a cost/price specified in Section , AND/OR an increase/decrease in the amount of goods/services at the same rate(s) as specified in Identify the Section, Schedule, Attachment, Exhibit etc.
   - **b.** **For use with Option 1(f), please use the following:** In accordance with Section(s) of the Original Contract routing number between the State of Colorado, Insert Name of Department or Higher Ed Institution **,** and Contractor's Name, the State hereby exercises its option to initiate Phase indicate which Phase: 2, 3, 4, etc for the term beginning Insert start date and ending on Insert ending date at the cost/price specified in Section .
   - **c.** **For use with all Options 1(a-f):** The amount of the current Fiscal Year contract value is increased/decreased by $ amount of change to a new contract value of Insert New $ Amt to as consideration for services/goods ordered under the contract for the current fiscal year indicate Fiscal Year. The first sentence in Section is hereby modified accordingly. The total contract value including all previous amendments, option letters, etc. is Insert New $ Amt.

3) **Effective Date**. The effective date of this Option Letter 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 Section Director Date: _____	By: _____

ALL CONTRACTS REQUIRE APPROVAL 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: _____