

lowa Department of Public Health Promoting and Protecting the Health of Iowans

Mariannette Miller-Meeks, B.S.N., M.Ed., M.D. Director

Terry E. Branstad Governor Kim Reynolds Lt. Governor

CONTRACT #:5884CHComplete the number	PROJECT PERIOD : November 1, 2012 through September 30, 2015	
PROJECT TITLE: Abstinence Education Grant Program	CONTRACT PERIOD: November 1, 2013 through	
FUNDING SOURCE OF IDPH:	September 30, 2014 CONTRACT AMOUNT: \$0	
FEDERAL: \$0		
STATE: \$0	STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: insert contractor's vendor #	
OTHER:\$0	VERSON II. IIISCIT CONTRACTOR S VERICOT II	
FEDERAL CATALOG #: Insert CFDA # or NA	CONTRACTOR Name and Address:	
MATCH REQUIRED: YES NO NA	Insert Contractor's legal name and address	
FFATA REPORT REQUIRED YES⊠ NO□	CONTRACT ADMINISTRATOR INFORMATION:	
IOWA CODE CHAPTER 8F DESIGNATION:	NAME/TITLE:	
This contract is covered by Iowa Code chapter 8F		
This contract is NOT covered by Iowa Code chapter 8F	PHONE: FAX:	
At the time of execution, this contract is NOT covered by Iowa Code chapter 8F, but if the Contractor executes additional contracts with the Department, the aggregate of which exceed \$ 500,000, the contract may be covered	E-MAIL:	
The Contractor agrees to perform the work and to provide the consideration stated herein. The duties, rights and obligation Contract Documents, which include the Special Conditions, Contract Documents	ns of the parties to this contract shall be governed by the	
The Contractor has reviewed and agrees to the General Concas posted on the Department's Web site under <i>Funding Opp</i> contacting Andrea Kappelman at telephone (515) 281-7044, the Special Conditions or General Conditions.	ortunities: www.idph.state.ia.us or as available by	
The parties hereto have executed this contract on the day ar	nd year last specified below.	
For and on behalf of the Department:	For and on behalf of the Contractor:	
Ву:	By:	
Insert Division Director Name and Title	Contractor Name	

Special Conditions for Contract # 5884CHComplete the number

Article I- Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as the Department) and the Contractor, as identified on the contract face sheet.

Article II - Designation of Authorized State Official:

Julie McMahon, Director, Division of Health Promotion and chronic Disease Prevention is the Authorized State Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized State Official. Negotiations concerning this contract should be referred to Mary Greene at (515) 725-0047.

Article III - Designation of Contract Administrator:

has been designated by the Contractor to act as the Contract Administrator. This individual is responsible for financial and administrative matters of this contract. Negotiations concerning this contract should be referred to: ; telephone ()

The Contractor acknowledges that all contractual, legal, and financial documents will be executed and submitted by authorized users as named in the SharePoint User Memorandum of Understanding (MOU) for the respective Service Contractor. Within the limits of the SharePoint User MOU for the respective Service Contractor, it is the Contractor's sole responsibility to ensure appropriate individual(s) have adequate SharePoint User Authorizations or adequate internal processes in place to maintain compliance with contract submissions and conditions.

Article IV – Key Personnel for Project Implementation:

The following individual(s) shall be considered key personnel for purposes of fulfilling work and services of this contract:

Department Personnel

Name	Title
Gretchen Hageman	Bureau Chief
Mary Greene	Program Consultant
Andrea Kappelman	Contract Manager
Andrew Connet	Fiscal Manager

Contractor Personnel

Name	Title
	Project Director or Coordinator

The Contractor shall notify the department in writing within ten (10) working days of any change of Key Personnel.

Article V - Statement of Contract Purpose:

The purpose of the Abstinence Education Grant Program (AEGP) is to provide abstinence education, and, where appropriate mentoring, counseling and adult supervision to promote abstinence from sexual activity. The AEGP will do this by implementing evidence based curriculum focusing on abstinence education within Iowa's high-risk youth populations. The evidence based curriculum for provision of abstinence based education services focus on risk avoidance strategies and provide youth with the tools and resources necessary to abstain from or delay the initiation of sexual activity.

The Contractor will implement the Teen Outreach Program (TOP®) curriculum in the following service area: (insert service area)

Article VI - Description of Work and Services:

The overall goals of the AEGP are:

GOAL 1: Promote the state AEGP vision and goals through the systematic implementation of the evidence based curriculum.

GOAL 2: Mobilize community partnerships that promote the implementation and sustainability of curriculum.

GOAL 3: Develop a strong outreach and recruitment plan including a plan for program promotion that assures maximum buy-in and participation from community leaders and participants.

In compliance with the Department approved work plan for FY14, the Contractor shall:

- If there is staff turnover or an event that may require the need for subsequent TOP® training; it is the responsibility of the Contractor to assure staff is adequately trained to implement the AEGP with priority populations as indicated among lowa youth.
- Implement services in their respective service area.
- Maintain fidelity to the curriculum and submit any curriculum adaptations to IDPH for approval prior to implementation.
- Develop and implement a strategy for participant recruitment, which targets the priority populations.
- During curriculum implementation, the contractor will be required to implement one community service learning opportunity that is youth-driven.
- During curriculum implementation, the contractor will be required to have one class session to assist youth develop a reproductive health plan to include plans for parenting, plans for education and/or job training, and plans to develop other relevant life skills.
- Provide opportunities for each participant to become involved within the group according to their strengths and interests.
- Provide a means to honor or recognize participants for accomplishments or growth.
- Provide leadership opportunities for participants.
- Refer participating youth to existing health and related services within their service area, such as Title X family planning providers, Title V maternal and child health providers, and oral health

providers. As appropriate, the contractor may refer youth to other health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, and intimate partner violence).

- Participate in program evaluations by collecting data as outlined by IDPH. Conduct pre- and posttests on program participants.
- Develop a plan to sustain the Abstinence Education program beyond the project period. This plan will continue to be built upon throughout the project period.
- The Contractor is encouraged to participate in a Community-based Coalition that includes a focus on Adolescent Pregnancy Prevention.

Contractors and any subcontracted staff will be required to:

- Participate in **on-site visits** with IDPH staff at the contractor's agency, to include two (2) visits annually.
- Participate in **Statewide Steering Committee** meetings. The Steering Committee will convene semi-annually. Meetings will be face-to-face with mandatory attendance for contractor staff. At a minimum, the program facilitator will be required to attend, with attendance of the project director preferred.
- Participate in **monthly phone calls** with the IDPH Program Consultant to discuss agency-specific items.
- Participate in any additional trainings or meetings as issues needing immediate attention arise.
- In addition, it is the goal that of all the youth that begin participation in the program, at least 75% will complete the program.

Article VII – Performance Measure

Contractors will be required to meet the following performance measure during implementation throughout the contract period:

The Contractor must meet the minimum requirements for delivery of services. The Contractor must implement the curriculum to at least one group and reach a minimum of 10 participants in Polk County. If the Contractor fails to meet these minimum requirements, \$200.00 will be deducted from the final claim payment and contract total.

Article VIII - Reports:

Program Reports

The Contractor shall prepare the following reports on templates provided by the Department in the Contractor's SharePoint Service Contract Site.

Time Frame	Report	Due Date	Recipient	Method of Submission
	FFATA Sub- Awardee Data Form	October 30, 2013	The Department BFH Fiscal Manager	Upload to SharePoint folder
Weekly				
	Adaptation Proposal Forms	At least 2 weeks prior to implementation of lesson	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Program Fidelity Log	Within 3 days of completed session	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
Quarterly				
	Narrative Summary of Activities	January 15, 2014 April 15, 2014 July 15, 2014 October 15, 2014	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site and share with LBOH and community stakeholders
	Course Description Table	January 15, 2014 April 15, 2014 July 15, 2014 October 15, 2014	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
Yearly				
	Annual Report	October 31, 2014	IDPH Program Consultant	Upload to Completed Reports Folder in Contractor's SharePoint Service Contract Site
	Annual Financial Audit	150 days after the end of the fiscal year of the contractor	IDPH Program Consultant	Mailed to IDPH

Expense Reports:

The Contractor shall prepare a monthly expense report in the Electronic Expenditure Workbook (EEW) located in the document library specific for this contract. Upon completing, approving and submitting the monthly expenditure report in the EEW, the authorized individual shall initiate a Workflow for the EEW. The Workflow

initiation will provide notification to the Department's Contract Manager of submitted EEW's. The Department is not responsible for delays in payment related to the Contractor's failure to initiate a workflow.

Expense Report	Date Due	
Monthly Electronic Expenditure	Submit expenses within 45 days of	
Workbook (EEW)	month of expenditure	

Article IX - Budget:

Category	IDPH Budget	Match
Salary/ Fringe		
Equipment		
Contract		
Other		
Indirect/ Admin		
TOTAL:		

MATCH:

Applicants must clearly identify the amounts and how match will be obtained and provided. Applicants are required to match 100% of the amount of funds applied for.

Variance in existing budget line amounts is allowed up to a maximum of 10% of the contractual amount on a cumulative basis not to exceed the contractual total. Budget line changes that exceed the maximum 10% on a cumulative basis require written authorization by the Department. Anticipated expenditures against a budget line not approved require a written request for a contract amendment.

The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of the appropriated state funds awarded.

Article X - Payments:

- 1. The Department provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
- 2. The Department will **not** reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services.
 - a. Instate maximum allowable amounts for food are \$8.00/breakfast, \$12.00/lunch and \$23.00/dinner; lodging maximum \$83.00 plus taxes per night and mileage maximum of \$0.39 per mile.
 - b. Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.
- 3. The Department will reimburse the Contractor for expenditures at a rate not to exceed the percentage that the contract amount represents of the total budget (excluding soft match).

4. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.

Article XI – Additional Conditions

- 1. As a condition of the contract, the Contractor shall assure linkage with the local board of health in each county where services are provided. The Contractor will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
- 2. All work plan revisions must be approved by the Department prior to implementation. Requests for work plan revisions must be received by the department on or before August 30, 2014.

