



SCOTT COUNTY HEALTH DEPARTMENT
Administrative Center
600 W. 4th Street
Davenport, Iowa 52801-1030
Office: (563) 326-8618 Fax: (563)326-8774
www.scottcountyiowa.com/health



September 15, 2014

To: Dee F. Bruemmer, County Administrator
From: Edward Rivers, Director

RE: FY15 County Substance Abuse Prevention Contract with the Iowa Department of Public Health and the FY15 Agreement with the Center for Alcohol & Drug Services, Inc. for Prevention Services

As you are aware, the County Agreement with the Center for Alcohol & Drug Services, Inc. (CADS) that was brought to the Board of Supervisors for signature in June did not include the dollars that the Board provides to CADS for Prevention Services. At that time, the County Substance Abuse Prevention Contract from the Iowa Department of Public had not been received.

The Iowa Department of Public Health is transitioning from its current SharePoint system for contract management to IowaGrants.gov. The transition is an effort to have all state agencies utilizing the same system for releasing funding opportunities.

When SharePoint was instituted, a process was begun in which the BOS approved the application and contract, but the Chair was not required to have a SharePoint account for signature. We are recommending that a similar process be used in IowaGrants.gov in which the Health Department Director would be designated as the Contract Administrator and would sign the contract. This would eliminate the need for the Chair of the Board of Supervisors to have access to IowaGrants.gov and responsibilities regarding contract operations. I have enclosed a copy of the Iowa Department of Public Health's County Substance Abuse Prevention Contract for your approval.

In addition, I have enclosed the FY15 Prevention Services Contract with CADS which has been approved by the Iowa Department of Public Health, as required by Contract. This document will continue to be signed by the Chair of the Board of Supervisors.

I would ask that the Contract with the Iowa Department of Public Health and the Prevention Services Contract with CADS be placed on the September 25, 2014 Committee of the Whole Agenda for review and discussion.



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

Gerd W. Clabaugh, MPA
Director

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

CONTRACT #:588 5 SS82

PROJECT PERIOD: July 1, 2014-June 30, 2015

PROJECT TITLE:
County Substance Abuse Prevention Services

CONTRACT PERIOD: July 1, 2014-June 30, 2015

FUNDING SOURCE OF IDPH:

CONTRACT AMOUNT: \$10,000

FEDERAL:

STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: 00002128216

STATE:

OTHER: \$10,000

FEDERAL CATALOG #: N/A

CONTRACTOR:
Scott County Board of Supervisors
600 West 4th St.
Davenport, IA 52801

MATCH REQUIRED: YES

FFATA REPORT REQUIRED NO

CONTRACT ADMINISTRATOR INFORMATION:

IOWA CODE CHAPTER 8F DESIGNATION:

- This contract is covered by Iowa Code chapter 8F
- This contract is NOT covered by Iowa Code chapter 8F
- 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

NAME/TITLE: Edward Rivers, County Health
Department Director
PHONE: 563-326-8618
FAX:
E-MAIL: health@scottcountyiowa.com

The Contractor agrees to perform the work and to provide the services described in the Special conditions for the consideration stated herein. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, General Conditions, and approved Work Plan.

The Contractor has reviewed and agrees to the General Conditions effective May 1, 2014 as posted on the Department's Web site under *Funding Opportunities*: www.idph.state.ia.us or as available by contacting Debbie Synhorst at telephone (515)281-4404. The contractor specifies no changes have been made to the Special Conditions or General Conditions.

The parties hereto have executed this contract on the day and year last specified below.

For and on behalf of the Department:

For and on behalf of the Contractor:

By: _____
Kathy Stone, Director
Division of Behavioral Health

By: _____
Scott County Board of Supervisors

Special Conditions for Contract # 588 5 SS82

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:

Kathy Stone, Director, Division of Behavioral Health 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 Debbie Synhorst at telephone (515)281-4404.

Article III - Designation of Contract Administrator:

Edward Rivers 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 him at the contact information on the cover page.

It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants.gov. It is the responsibility of the Contract Administrator to grant access to the Grant Tracking site at www.IowaGrants.gov for appropriate individuals. The Contractor acknowledges that all assigned individuals to the Grant Tracking site have full rights (add, modify, and delete) for all Grant Tracking components including contractual forms, reporting forms, and claims submission.

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	Email	Direct Ph #
DeAnn Decker	Bureau Chief	Deann.decker@idph.iowa.gov	515-281-0928
Debbie Synhorst	Program Consultant	Deborah.synhorst@idph.iowa.gov	515-281-4404
Sherry Frizell	Program Contract Mgr	Sherry.frizell@idph.iowa.gov	515-281-4636

Contractor Personnel

Name	Title	Email	Direct Ph #
Larry Minard	Chair	health@scottcountyiowa.com	563-326-8618
Teri Arnold	Admin Office Ass't	health@scottcountyiowa.com	563-326-8618
Edward Rivers	Program Admin	health@scottcountyiowa.com	563-326-8618
Amy Thoreson	Program Coord	health@scottcountyiowa.com	563-326-8618
Joseph Cowley	Subcontractor staff	jcowley@cads-ia.com	

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:

To provide funds to counties for county-operated substance abuse programs.

Article VI - Description of Work and Services:

In compliance with the Department approved work plan for FY15, the Contractor shall provide the following services only, either with the counties’ own employees or by contract with a nonprofit corporation:

- Substance Abuse Education services;
- Substance Abuse Prevention services;
- Substance Abuse Referral services; and/or
- Substance Abuse Post-treatment services.

Article VII – Performance Measure

- 1.) 3% of the contractual amount shall be withheld from payment if the Contractor does not meet their submitted FY 2015 workplan goals as submitted and approved by the Department.

AND

- 2) 3% of the contractual amount shall be withheld from payment if the Contractor does not submit the FY 2015 Year End Report and final reimbursement request by Aug. 5, 2015.

A total of 6% of the contract total will be withheld and deducted from the final payment. NOTE: the county may be required to refund monies in order to comply with the performance measure.

Article VIII - Reports:

The CONTRACTOR shall prepare and submit the following reports to the DEPARTMENT on forms approved by the DEPARTMENT:

Program Reports

The Contractor shall complete and submit the following reports in the Grant Tracking Site located in www.IowaGrants.com.

Report	Date Due
6-Months Progress Report	Due Jan 30, 2015
Annual Report	Due Aug 5, 2015
Quarterly Expenses	Jul-Sep 2014 expenses due Oct.31, 2014 Oct-Dec 2014 expenses due Jan. 31, 2015 Jan-Mar 2015 expenses due April 30, 2015 Apr-Jun 2015 (FINAL) expenses due Aug. 5, 2015

Expense Reports:

The Contractor shall complete and submit a monthly claim report in the Grant Tracking Site located in www.IowaGrants.com.

Article IX - Budget:

Category	IDPH Budget	Match
Subcontracted Svcs	\$10,000	\$30,000

The CONTRACTOR shall receive written approval from the DEPARTMENT prior to spending the final three (3) percent of all 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.
 - 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.
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. It is mutually understood and agreed upon that the Contractor will ensure that:
 - i.) Subcontractor invoices, if applicable, are submitted to the Contractor (County) for expenses incurred during each quarter, as per subcontract language;
 - ii.) Reimbursement requests are accurate and submitted by due dates listed in **Article VIII – Reports**.
5. Final payment will 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.
6. All funding payable to the Contractor must be received by the County Treasurer Office [Iowa Code 331.552(1)] and credited to the general fund of the county [Iowa Code 331.427(1)]. If the Department is made aware the funding payable to the Contractor is deposited into an account other than County Treasury, all current and future contractual funds issued by the Department (regardless of contractual program) will be delivered to the Contractor only via Electronic Fund Transfer (EFT) or by mailing the warrant to the Contractor if the EFT option has not been activated by the Contractor.

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 March 31, 2015.
3. The disbursement of funds under this contract is contingent upon the continued availability of federal, state, or private funds to the DEPARTMENT.
4. Any use of the DEPARTMENT's name, logo, or other identifiers must have prior written approval from the DEPARTMENT.
5. The parties to this agreement shall attempt to mediate disputes which arise under this agreement by engaging in mediation with a mutually agreed upon mediator. Each party shall bear 50% of the costs of such mediation. In the event the parties are unable to reach agreement, the parties shall submit their dispute to binding arbitration by a board of arbitration as provided for in Iowa Code section 679A.19.
6. Contracts with subcontractor/s must explicitly state that reimbursements to them will be based on their actual expenses (services delivered) only. No funds will be released until subcontract/s is approved by IDPH.
7. ***No monies will be released*** until the following concern/s are addressed and approved by the Department. Direct questions to Debbie Synhorst at 515-281-4404 or Deborah.synhorst@idph.iowa.gov. The required form has been released, via IowaGrants.gov, to the agency staff person who submitted the application.

Work plan: SMART Objectives. Correct/revise repetition and numbering.

DUE: Tue. 08/19/2014

8. **This contract must be fully executed with Contractor and Department signatures no later than Wednesday, October 15, 2014.** If not fully executed by that date, this contract will be considered null and void and the Department may allocate funds to another contractor/s.
9. ***NOTE:*** Future applications not initially submitted by the eligible applicant, i.e. County Board of Supervisors, will be rejected and not reviewed.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 25, 2014

APPROVAL OF COUNTY CONTRACT FOR SUBSTANCE ABUSE FUNDING

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the County Contract for Substance Abuse Funding for State Reimbursement for the period of July 1, 2014 – June 30, 2015, is hereby approved. This Iowa Department of Public Health contract provides \$10,000 in state funds to match local substance abuse prevention funding.
- Section 2. That the Chairman authorizes the Health Director to serve as Contract Administrator and sign the Contract.
- Section 3. Board approves receipt of such funding.
- Section 4. This resolution shall take effect immediately.

BOARD OF SUPERVISORS

Administrative Center
600 West 4th Street
Davenport, Iowa 52801
Office: 563-326-8749
Fax: 563-328-3285
E-mail: board@scottcountyiowa.com
www.scottcountyiowa.com



CONTRACT #: 64048-38A-CADS15

PROJECT TITLE: County Substance Abuse Prevention Services

PROJECT PERIOD: July 1, 2014 through June 30, 2015

CONTRACT AMOUNT: \$40,000

CONTRACT PERIOD: July 1, 2014 through June 30, 2015

FUNDING SOURCE:

COUNTY: \$30,000.00
STATE: \$10,000.00

CONTRACT ADMINISTRATOR INFORMATION:

NAME/TITLE: Joseph P. Cowley, President/CEO
PHONE: 563-332-8974
FAX: 563-336-8826
E-MAIL: jcowley@cad-s-ia.com

CONTRACTOR: Center for Alcohol & Drug Services, Inc.
1523 S. Fairmount
Davenport, IA 52802

The Contractor agrees to perform the work and to provide the services described in the Special Conditions for the consideration stated herein and all other contract provisions for the County Substance Abuse Prevention funding. The duties, rights and obligations of the parties to this contract shall be governed by the Contract Documents, which include the Special Conditions, Iowa Department of Public Health General Conditions, Iowa Department of Public Health Request for Bid and Scott County’s Application.

The Contractor has reviewed and agrees to the General Conditions effective May 1, 2014 as posted on the Iowa Department of Public Health’s Web site under *Funding Opportunities*: www.idph.state.ia.us or as available by contacting Teri Arnold at (563) 326-8618 ext. 8809. The contractor specifies no changes have been made to the Special Conditions or Iowa Department of Public Health General Conditions.

The parties hereto have executed this contract on the day and year last specified below.

For and on behalf of the County:

For and on behalf of the Contractor:

By: _____
Larry Minard, Chair
Scott County Board of Supervisors

By: _____
Joseph P. Cowley, President/CEO
Center for Alcohol & Drug Services, Inc.

Date: _____

Date: _____

Special Conditions for Contract # 64048-38A-CADS15

Article I- Identification of Parties:

This contract is entered into by and between the Scott County Board of Supervisors, hereinafter referred to as the COUNTY, and the Center for Alcohol & Drug Services, Inc., hereinafter referred to as the CONTRACTOR. The CONTRACTOR is a licensed and accredited substance abuse agency located in Scott, County, Iowa. The Iowa Department of Public Health is referred to as the STATE.

Article II - Designation of Authorized County Official:

Larry Minard, Chairman of the Scott County Board of Supervisors, is the Authorized County Official for this contract. Any changes in the terms, conditions, or amounts specified in this contract must be approved by the Authorized County Official. Negotiations concerning this contract should be referred to Edward Rivers at (563) 326-8618.

Article III - Designation of Contract Administrator:

Joseph P. Cowley 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 Joseph P. Cowley at (563) 332-8974.

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:

County Personnel

Name	Title	E-mail address
Larry Minard	Chairman	board@scottcountyiowa.com
Edward Rivers	Health Director	health@scottcountyiowa.com
Amy Thoreson	Deputy Health Director	amy.thoreson@scottcountyiowa.com
Teri Arnold	Administrative Office Assistant/Fiscal Officer	teri.arnold@scottcountyiowa.com

Contractor Personnel

Name	Title	E-mail address
Joseph P. Cowley	President/CEO	jcowley@cads-ia.com
Janet Rector	Director of Quality Services	jrector@cads-ia.com
Kurt Streicher	Vice-President/CFO	kstreicher@cads-ia.com

The Contractor shall notify the COUNTY within ten (10) days of any change of Contract Administrator or Key Personnel.

Article V - Statement of Contract Purpose:

To provide substance abuse services in Scott County not currently being funded by any other state or federal funds.

Article VI - Description of Work and Services:

In compliance with the COUNTY and STATE approved work/action plan for FY2015 (Attachment 1), the CONTRACTOR shall provide substance abuse prevention and related services that are not currently funded by any other state or federal funds and that will include only:

- Substance Abuse Education Services;
- Substance Abuse Prevention Services;
- Substance Abuse Referral Services; and/or
- Substance Abuse Post-treatment Services.

Article VII – Performance Measure

- 1.) 3% of the contractual amount shall be withheld from payment if the Contractor does not meet the submitted FY15 workplan goals as approved and detailed in the application.

AND

- 2.) 3% of the contractual amount shall be withheld from payment if the Contractor does not submit FY2015 Year End Report and 4th (or final) Expenditure Workbook by due date as per **Article VIII.- Reports.**

A total of 6% of the contract total will be withheld and deducted from the final payment. NOTE: the contractor may be required to refund monies in order to comply with the performance measure.

Article VIII - Reports:

The CONTRACTOR shall prepare and submit the following reports to the COUNTY on forms provided by the COUNTY:

Report	Date Due
6- Months Progress Report	January 16, 2015
Quarterly Expenditure Workbook	July-September 2014 expenses due October 17, 2014 October-December 2014 expenses due January 20, 2015 January-March 2015 expenses due April 17, 2015 April-June 2015 (Final) expenses due July 20, 2015
Year End Report	Submitted with the Quarterly Expenditure Workbook that finalizes services due July 20, 2015

* All reports should be signed by key personnel using non-black ink.

Reports shall be sent to:

Scott County Health Department
600 West 4th Street
Davenport, Iowa 52801-1030
E-mail: health@scottcountyiowa.com

Article IX - Budget:

Category	STATE Budget	COUNTY Budget
Salary/Benefits	\$10,000.00	\$30,000.00

The CONTRACTOR shall receive written approval from the COUNTY prior to spending the final three (3) percent of total funds awarded.

Article X - Payments:

1. The COUNTY provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
2. The COUNTY 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 plus taxes per night and mileage maximum of \$0.39 per mile.
3. The COUNTY 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).
3. It is mutually understood and agreed upon that the CONTRACTOR will ensure:
 - a. Invoices are submitted to the COUNTY for expenses incurred during each quarter only, as per contract language;
 - b. Expenses are submitted to the COUNTY for review/approval **each quarter** (also applies if \$0 expended); and
 - c. Quarterly expenses forwarded to the COUNTY reflect only actual expense incurred and shall be reported in approved budget line items as shown in **Article IX**.
4. Final payment may be withheld until all contractually required reports have been received and accepted by the COUNTY. At the end of the contract period, unobligated STATE contract amount funds shall revert to the STATE and unobligated COUNTY amount funds shall revert to the COUNTY.

Article XI – Additional Conditions

1. As a condition of the contract, the CONTRACTOR shall assure linkage with the local board of health. 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. Federal and State funds made available under this contract shall be used to supplement and increase the level of state, local and other non-federal funds that would in the absence of such Federal and State funds be made available for the programs and activities for which funds are provided and will in no event take the place of state, local and other non-federal funds.

3. The disbursement of funds under this contract is contingent upon the continued availability of COUNTY and STATE funds.
4. Any use of the STATE'S name, logo, or other identifier must have prior written approval from the STATE.
5. All workplan revisions must be approved by the COUNTY prior to implementation. Requests for Description of Work or Services revisions must be received by the COUNTY on or before March 10, 2015.
6. CONTRACTOR shall allow COUNTY, STATE, and any of their duly authorized representatives to have access, for the purpose of audit and examination, to any documents, papers, and records of the CONTRACTOR pertinent to this contract.
7. The parties to this agreement shall attempt to mediate disputes which arise under this agreement by engaging in mediation with a mutually-agreed upon mediator. Each party shall bear 50% of the costs of such mediation. In the event the parties are unable to reach agreement, the parties shall submit their dispute to binding arbitration by a board of arbitration as provided for in Iowa Code section 679A.19.
8. Scott County shall be named as an additional insured under the comprehensive liability policy maintained by CADS and providing minimum coverage of \$1 million. A copy of the certificate of insurance shall be on file in the Office of the County Administrator.
9. CADS shall hold harmless from and indemnify Scott County against all claims, suits, actions, costs, attorney fees, expenses, damages, judgments, or decrees, incurred by any reason of any person or persons or property being damaged or injured by CADS or any agent or employee of CADS.
10. CADS shall comply with all applicable laws and regulations pertaining to its operation, and shall not discriminate in providing services on the basis of race, color, creed, national origin, sex, handicapping conditions or religious affiliation.
11. None of the funds provided through this Contract shall be used for any partisan political activity nor shall they be used to further the election of any candidate for political office.

Description of Work and Services

Target Population: Youth, adults, and families who reside in Scott County, Iowa

Description of Work or Services (Specific Action Plan including Goals):

The proposed services associated with this application will be provided through a subcontract with the Center for Alcohol & Drug Services, Inc. (CADS). CADS provides substance abuse prevention services for males and females, adults and youth, on and off-site at multiple locations, during varied times and days within Scott County.

Goal: Inform residents of Scott County regarding Alcohol, Tobacco, and Other Drug issues thus increasing the perception of harm related to use and misuse.

Objective	Activities
By June 30, 2015, 75% of 500 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to use and misuse of ATOD. (375 out of 500)	<ol style="list-style-type: none"> 1. Participate in community health fairs as requested for local employers, agencies, businesses, and schools to provide information on ATOD issues. 2. Through community meetings and school events (school registration, parent meetings, or open house) staff will inform the public on science-based or community-based prevention programs. 3. Conduct one-time presentations to community groups such as city councils, board of health, county planning councils, business associations, service clubs, and PTA/PTO groups about the substance abuse and the potential risk and consequences.

Goal: To educate and support Scott County youth and their families who are high risk of substance use.

Objective	Activities
By June 30, 2015, 75% of 50 participants surveyed on pre-post tests will have increased or maintained their perception of harm related to use and misuse of ATOD. (38 out of 50)	<ol style="list-style-type: none"> 1. Co-facilitate skill-building sessions regarding prevention of high risk behaviors with representatives of other community agencies such as but not limited to Scott County Juvenile Court Services and Family Resources Youth Alternative Program. 2. Meet weekly with at-risk youth at least quarterly to conduct the evidence based curriculum, <i>Too Good for Drugs</i>. 3. Conduct pre/post-tests at the end of each 8 week cycle.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 25, 2014

APPROVAL OF FY2015 CONTRACTUAL AGREEMENT BETWEEN THE CENTER FOR
ALCOHOL & DRUG SERVICES, INC. (CADS) AND SCOTT COUNTY

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the FY2015 Contractual Agreement between the Center for Alcohol & Drug Services, Inc. (CADS) and Scott County for reimbursement for prevention services on a monthly basis to include a detailed accounting of actual expenses is hereby approved in the amount of \$40,000.
- Section 2. That the chairman is hereby authorized to sign said agreement.
- Section 3. This resolution shall take effect immediately.