



Scott County Health Department

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March 13, 2018

To: Mahesh Sharma, County Administrator
From: Edward Rivers, Health Director

RE: Scott County Application for Substance Abuse Funding FY2019

The Iowa Department of Public Health has released the request for bid for the FY2019 County Substance Abuse Prevention Services Grant. Dollars received from this grant may be used to provide substance abuse programming involving education, prevention, referral, or post-treatment services. Grants of up to \$10,000 are available and must be matched three to one by county dollars. This is a grant that the county has participated in for a number of years, subcontracting with CADS (Center for Alcohol & Drug Services, Inc.) to provide services.

Based on the proposed budget for FY2019 for services through CADS, Scott County is eligible to apply for the full amount of \$10,000. If received, this funding would be used by CADS to provide prevention services. I have enclosed the application guidance for these grant funds. Please place this application on the March 20, 2018 Committee of the Whole Agenda.

IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF BEHAVIORAL HEALTH

County Substance Abuse Programs

APPLICATION GUIDANCE STATE FISCAL YEAR 2019

**PROJECT AND CONTRACT PERIOD: July 1, 2018-June 30,
2019**

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SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Application Guidance is to provide eligible applicants information on completion of the application for the County Substance Abuse Program. Services covered by this application include education, prevention, referral or post-treatment services.

1.02 Project and Contract Period

Funding during the defined project period is dependent on approval of the Application, contractor performance during the fiscal year, compliance with general and special conditions of the contract, availability of project funds, program modifications, or any other grounds determined by the Department to be in the Department's best interest. The Department expects the contract period to be a one-year term from July 1, 2018 to June 30, 2019.

The issuance of this Application Guidance in no way constitutes a commitment by the Department to award a contract.

1.03 Eligible Applicants

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

Local Boards of Supervisors (BOS) are and will be the only entity eligible to apply for and serve as the contractor for the County Substance Abuse Program contract. BOS through local Boards of Health (BOH) have jurisdiction over public health matters in their designated geographic area. A Local Public Health Agency may not apply in response to this posting. All Iowa counties are eligible.

Electronic Communication Requirements

Applicant is required to maintain and provide to the Department, upon application, a current and valid email account for electronic communications with the Department.

Official email communication from the Department regarding this application will be issued from iowa.grants@webgrantsmail.com. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area

Service Delivery area is the county represented by the eligible applicant.

1.05 Funding

The source of funding is Sunday Sales-Liquor Fees Alcoholic Beverage Control, as per Iowa Code Chapter 123.36(7) and 123.143(1).

Applicants may apply for the allocated amount as designated per county for the contract period. A county Board of Supervisors (BOS) may apply for up to \$10,000 for the total one-year period for a county-operated substance abuse program.

Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Department to be in the Department's best interests.

Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 "Uniform administrative requirements for grants and agreements...." (See LINKS section of the Funding Opportunity). The reported match must be used for the substance abuse program.

1.06 Schedule of Important Dates

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire Application Guidance for detailed information about events, dates, times and sites.

EVENT	DATE
Application Guidance and Supporting Documents Issued	March 7, 2018
Technical Assistance	During Posting Period of the Funding Opportunity
Application Due Date	April 3, 2018

A. Application Guidance Issued and Availability of Forms

The Department will post the Application Guidance under Grant Opportunities quick link at www.lowaGrants.gov on the date referenced in the Schedule of Important Dates table above. The Application Guidance will remain posted through the Application Due date.

It is the applicant's sole responsibility to review all attachments for this Funding Opportunity and complete and submit all Funding Opportunity application forms prior to the stated due date and time.

B. Written Questions and Responses

Formal written questions and responses will not be conducted with this Application process. Refer to Section 1.07 below to seek technical assistance on these applications.

C. Applications Due

Applications must be submitted by (or before) 4:00 p.m. (local Iowa time) on April 2, 2018 in the Electronic Grant Management System at www.lowaGrants.gov. Attempted submission of a completed application after stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating "The Funding Opportunity is closed".

Applications submitted to the Department in any manner other than through Electronic Grant

Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Department and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within Electronic Grant Management System of IowaGrants Web site are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

1.07 Technical Assistance

Technical assistance is available during the posting period of these instructions and is strongly encouraged for completion of the Application. Contractors are encouraged to contact Monica Wilke-Brown at monica.wilke-brown@idph.iowa.gov with questions about the Application prior to submission **by the required deadline.**

1.08 IDPH IowaGrants.gov Assistance

For assistance regarding IowaGrants, please contact the IDPH IowaGrants Helpdesk at iowagrants.helpdesk@idph.iowa.gov or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

1.09 Application Creation

The application will consist of multiple required forms (refer to Section 2.03) available within the Electronic Grant Management system at www.IowaGrants.gov.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants.Gov and linked to the County Board of Supervisor Organization. For registration guidance, refer to 'New User Registration Instructions for *IowaGrants.gov*' document as posted under The Attachments section of this Funding Opportunity.

The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application. This primary user can add additional registered users as Grantee Contacts within their represented BOH or BOS organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will override any changes made by other users.

The IowaGrants.gov system will permit multiple registered users of the applicant organization to

create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for the county represented in response to this Application Guidance.

1.10 Withdrawal of Applications

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to IDPH IowaGrants HelpDesk at iowagrants.helpdesk@idph.iowa.gov.

After this funding opportunity closes, the Department may withdraw applications that have not been submitted.

1.11 Resubmission of Withdrawn Applications

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to www.iowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to **re-title the** application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections in section 2 of this Application Guidance.

Withdrawn applications for this Application Guidance posting must be submitted by the due date and time provided in section 1.06.

1.12 Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. The Department is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application.

1.13 Rejection of Applications/Cancellation of Application Guidance

The Department reserves the right to reject, in whole or in part, any or all applications, or to

abandon the need for such services, and to cancel this Application Guidance if it is in the best interests of the Department. Any application may be rejected outright and not evaluated for any of the following reasons:

1. The applicant is not an eligible applicant as defined in section 1.03.
2. An application is submitted in any other manner than the Electronic Grant Management System at www.iowaGrants.gov.

1.14 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.15 Use of Subcontractors

The applicant is permitted to subcontract for the performance of services identified in the Application under the contract. Subcontracts must adhere to the provisions of Section 5 of the IDPH General Conditions effective July 1, 2016 as posted on the the Department webpage at www.idph.iowa.gov under the *Funding Opportunities* link. Planned use of subcontractors by an applicant must be clearly explained in the application. This information must include:

1. The name and address of the subcontractor if known;
2. The scope of work to be performed by each subcontractor;
3. Subcontractor qualifications; and
4. The estimated dollar amount of each subcontract.

Current individual employees of the State of Iowa may not act as subcontractors under this contract.

The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the contract will, in any way, relieve the applicant of any responsibility for performance of its duties.

1.16 Information from Other Sources

The Department reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other Department contracts, other state contracts and contracts with private entities. The Department may use any of this information in evaluating an applicant's application.

1.17 Litigation or Investigation Disclosure

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed in a timely manner in a written statement to the

Department.

1.18 Waivers and Variances

The Department reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Department. In the event the Department waives or permits cure of nonmaterial variances, such waiver or cure will not modify the program requirements or excuse the applicant from full compliance with program specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Department.

1.19 Disposition of Applications

All application submissions become the property of the Department.

If the Department awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.20 Public Records All information submitted by an applicant will be treated as public information following the Application review process.

1.21 Copyrights

By submitting an application, the applicant agrees that the Department may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Department shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the department may reject the application as noncompliant.

1.22 Amendments to the Application Guidance

The Department reserves the right to amend the Application Guidance at any time. In the event the Department decides to amend, add to, or delete any part of this Application Guidance, a written amendment will be posted at www.iowaGrants.gov under this Funding Opportunity Title. The applicant is advised to check this website periodically for amendments to this Application Guidance. In the event an amendment occurs after the Funding Opportunity is closed, the Department will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet- General Information Form.

1.23 Appeal of Rejection Decision

The applicant's receipt of a rejection letter constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what

procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

1.24 Definition of Contract

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the applicant and the Department.

1.25 Construction of Application Guidance

This Application Guidance shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all litigation or actions commenced in connection with this application guidance shall be brought in the appropriate Iowa forum.

SECTION 2 – APPLICATION CONTENT

2.01 Scope and Description of Services

Background

The Iowa Department of Public Health invites annual applications from counties specifically to support substance abuse programs such as education, prevention, referral or post-treatment services. These services are to be identified and supported by the county with a 3:1 match (three parts county support to one part Department). A Board of Supervisors (BOS) may apply for up to \$10,000 for the total one-year period for a county-operated substance abuse program.

Goals and Objectives of the Program

The applicant will identify at least 1 goal if requesting less than \$5,000 and at least 2 goals for applicants requesting more than \$5,000. Measurable objectives and other relevant details will be proposed in the workplan.

Description of Work and Services

The Applicant's substance abuse program may expand or enhance:

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

Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 "Uniform administrative requirements for grants and agreements...." (See LINKS section of the Funding Opportunity). The reported match must be used for the substance abuse program. A workplan detailing the goals, objectives, and additional relevant details will be submitted via the lowagrants components.

Staffing or Personnel Requirements

Staffing must be sufficient to implement the project as described in this guidance. The applicant must identify at least a project director who will be designated by the Contractor to have the authority to manage the resulting contract and the legal responsibility to assure compliance with all contract conditions. The identified Project Director will receive key communications from the Department and will be responsible for keeping the Contractor and all Authorized Agencies informed of any relevant contract issues.

Required Reporting

The Department requires periodic reporting of compliance with proposed action plan, provision of services, and incurred expenses by successful applicants. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within www.iowaGrants.gov. The required reports and related information will be submitted within the

Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Department.

Anticipated reports include:

- Semi-annual progress report- this report will include details about progress towards fulfilling activities detailed in the action plan, etc.
- Year End report- this report will include details about the contractor fulfilling activities detailed in the action plan over the contract period, etc.
- Quarterly claim (and support documentation, if applicable)

Performance Measures

The Department anticipates the following performance measures to be included in a successful applicant's contract.

Contractors shall meet the 2019 Work Plan goals and objectives as submitted via IowaGrants and approved by the Department.

A disincentive totaling five percent (5%) of the contractual amount shall be withheld from the second quarterly claim (due February 15, 2019). Confirmation of completion will be verified by IDPH staff review of the final report in IowaGrants (due August 2, 2019). The monies will be released upon confirmation that goals and objectives were met.

The Contractor shall submit any documentation required for the performance measure into the progress reports component of the grant site within IowaGrants.gov.

2.02 Application Instructions

In compliance with the minimum requirements and scope, applicants must complete each form listed below in section 2.03 for this Funding Opportunity.

Each user will complete the registration process, if not already registered. Follow the steps outlined in the 'New User Registration Instructions for IowaGrants.gov' as posted under the Attachment section of the Funding Opportunity. New Users should allow a few days for the registration to be processed.

Refer to Section 1.09 for instructions on Application Creation.

Note: The IowaGrants.gov system will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity. The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area.**

For general instructions on completing applications in IowaGrants.gov, refer to the 'IDPH

Application Instruction Guidance’ as posted under the Attachment section of the Funding Opportunity.

Copy Previous Application:

Applicants that have previously completed an application in IowaGrants can copy it. Below are the general steps for copying an application, also refer to the ‘IDPH Application Instruction Guidance’ (starting on page 18) as posted under the Attachment section of the Funding Opportunity.

To copy an application:

- Registered Users login to www.iowaGrants.gov as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on ‘Copy Existing Application’;
- Select the application that you want to copy by marking it under the ‘Copy’ column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the ‘Save’ button.

The application that was copied will be open in this funding opportunity. Be sure to **re-title the** application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit the application prior to the due date.

The registered applicant must be representing the **eligible County Board of Supervisors**. After clicking ‘Save’; the applicant can re-open this form and add other users registered with the represented organization in IowaGrants.gov as ‘Additional Contacts’.

The saved General Information Form appears as the first form in your application and can be edited at any time prior to submitting the application.

2.03 Application Forms:

Applicants must complete each application form listed below following the instructions within Electronic Grant management System at www.lowagrants.gov. Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants.gov system will not permit the application to be submitted. Follow the instructions for each field within the Form. A summary of each Form’s contents is listed below.

Cover Sheet - General Information: This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Business Organization: This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation, which may affect the Applicant’s ability to perform the required services, as well as disclosure of contract default or

termination, and audited financial statement status.

Application Certification and Conditions BOS: This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site in IowaGrants. This form contains upload fields for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the BOH/BOS authorized signatory.

- o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

Personnel: This form requires specific information about the project personnel related to providing the services described in this Application Guidance. Specifically applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants must identify the following personnel:

- BOS staff contact person
- (If different from above) Staff or subcontractor responsible for implementation of work plan

Project Work Plan Form: This form requires applicant to identify the details for implementing the work and services as described in this Application Guidance. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in section 2. Within this form, the applicant will identify the proposed service area and provide specific and detailed plans for the applicant's proposed project including goals, objectives, activities planned, measures, rationale, responsible person(s) and timeframes.

IDPH Subcontract Plan: This form requires specific information about applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract.

Standard Line Item Budget With Match: This form requires the applicant to demonstrate a budget adequate to support the work of the application. Applicants may not exceed available funding amounts identified in section 1.05. Funding requirements include a 3:1 match (three parts county funds to one part Department funds). **No state or federal funds may be used as match.** County in-kind match may be utilized in compliance with 2 CFR 215.23 "Uniform administrative

requirements for grants and agreements....” (See LINKS section of the Funding Opportunity). The reported match must be used for the substance abuse program.

Line Item Budget:

Applicants will demonstrate a budget adequate to support the work of the application based on the specific line item categories outlined below. A budget justification narrative shall describe how the budget was calculated and justify the expenses detailed.

Direct Costs Categories

Allowable budget line categories for direct cost expenses include:

1. **Salary and Fringe Benefits**

The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds.

2. **Subcontract**

If services performed for any activities outlined in this Application Guidance are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category. Refer to Section 1.15 of this Application Guidance and Section 5 of the IDPH General Conditions for subcontract provisions and requirements.

3. **Equipment**

Equipment may not be purchased with these funds.

4. **Other**

This category may include items such as office supplies, educational supplies, project supplies, incentives, communication, rent and utilities (if not included in Administrative or Indirect Costs), training, information technology-related expense, travel*, etc. and should reflect any major activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

*The Department will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:

- Food- \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner
- Lodging- Maximum \$98.00 plus taxes per night
- Mileage- Maximum of \$0.39 per mile

Indirect or Administrative Costs

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Department reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments), Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. The Department reserves the right to request the documentation at any time.

Unallowable Costs

NOTE: These funds may not be used for out-of-state travel, out-of-state speakers, promotional items, t-shirts, incentives, banners, subscriptions, dues, or certification. No meals for project participants other than light refreshments such as non-alcoholic beverages, vegetables, crackers/chips, etc.

Minority Impact Statement: This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

SECTION 3 – EVALUATION PROCESS AND CRITERIA

SECTION 3 – EVALUATION PROCESS

3.01 Review Process

Once Applications are submitted in the Electronic Grant Management System according to the instructions outlined in Section 1, they are considered final and will be ready for official Department review.

All Applications will be reviewed for content and completeness by the assigned Department Program Consultant using the Review Tool as posted under the Attachment section of the Funding Opportunity. The Department Program Consultant may begin conducting review of the Applications immediately following the submission.

If submitted applications do not meet Department requirements, the application forms that need to be corrected will be returned to the contractor via negotiation from within the Electronic Grant Management System. The email notification of the required form correction will be issued from iowa.grants@webgrantsmail.com. The Applicant will be expected to make corrections to the form by the deadline provided by accessing the returned application, making required corrections/edits to the form(s), marking as complete, and submitting the corrected application.

It is strongly encouraged that applicants take advantage of the technical assistance available from the Department Program Consultant PRIOR to the Application deadline. Contracts will not be issued until the entire Application is approved by the Department.

3.02 Review Tool

Each application will be reviewed using the review tool included as an attachment to this funding opportunity.

SECTION 4 – CONTRACT

4.01 Contract Issuance

Upon Department Program Consultant approval of all application forms, the successful applicant(s) will receive a contract document via email from the Department. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with the Department. If a contract has not been executed within ten (10) working days of applicant's receipt, the Department reserves the right to cancel the award and to begin negotiations with another entity or applicant deemed appropriate by the Department. The Department may, at its sole discretion, extend the time period for negotiations of the contract.

4.02 Conditions

Any contract awarded by the the Department shall include specific contract provisions and the IDPH General Conditions effective July 1, 2016 as posted on the Department webpage under *Funding Opportunities*: www.idph.state.ia.us. Refer to the Draft Contract Template Attachment under this Funding Opportunity. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of the Department.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the Application Guidance and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the application. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

4.03 Incorporation of Documents

The Application Guidance, any amendments, and the application submitted in response to the Funding Opportunity form a part of the contract. The parties are obligated to perform all services described in the application unless the contract specifically directs otherwise.

4.04 Contractual payments

The Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514.

SECTION 5 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- This Application Guidance
- B- New User Registration Instructions for IowaGrants.gov
- C- IDPH Application Instruction Guidance
- D- Draft County Substance Abuse Program Contract Template
- E- Draft County Substance Abuse Program Application Review Tool

SECTION 6 – LINKS

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

IDPH General Conditions

<http://idph.iowa.gov/finance/funding-opportunities/general-conditions>

Federal Regulations 215.23 on In-Kind Match

<http://www.gpo.gov/fdsys/pkg/CFR-2005-title2-vol1/pdf/CFR-2005-title2-vol1-sec215-23.pdf>



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

Gerd W. Clabaugh, MPA
Director

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

CONTRACT #: 588 9 SSxx	PROJECT TITLE: County Substance Abuse Prevention Services
CONTRACTOR LEGAL NAME AND ADDRESS: XX County Board of Supervisors	PROJECT PERIOD: July 1, 2018 - June 30, 2019
STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: insert contractor's 11 digit vendor #	CONTRACT PERIOD: July 1, 2018 - June 30, 2019
Warrant/payment mailing address (if different from legal address): N/A or insert address and attention to	TOTAL CONTRACT AMOUNT: \$xx
	FUNDING SOURCE: FEDERAL: \$0 STATE: \$0 OTHER:\$xx Interagency State: \$xx Interagency Federal: \$0 Private/Fees/Other:\$0
IOWA CODE CHAPTER 8F DESIGNATION: This contract is NOT covered by Iowa Code chapter 8F	Federal Subrecipient Addendum Needed? NO

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, Request for Proposal and Application.

The Contractor has reviewed and agrees to the Iowa Department of Public Health General Conditions Effective July 1, 2016 as posted on the Department's Web site under *Funding Opportunities*: <http://idph.iowa.gov/> or as available by contacting **Monica Wilke-Brown at 515-281-4816**. 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: _____
xxxx County Board of Supervisors

Special Conditions for Contract # 588 9 SSxx

Article I- Identification of Parties:

This contract is entered into by and between the Iowa Department of Public Health (hereinafter referred to as 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 [Monica Wilke-Brown at telephone \(515\) 281-4816](#).

Article III - Designation of Contract Designation of Project Director:

1. The Contractor, as listed on the Contract Face Sheet, is responsible for financial and administrative matters of this Contract.
2. The Project Director, as designated by the Contractor and listed in Article IV – Key Personnel for Project Implementation, has the authority to manage the contract and the legal responsibility to assure compliance with all contract conditions. Negotiations concerning this contract should be referred to the Project Director.
3. The Project Director will receive key communications from the DEPARTMENT and will be responsible for keeping the Contractor [and all Authorized Agencies](#) informed of any relevant contract issues.
4. It is the Contractor's sole responsibility to ensure appropriate individual(s) have registered within IowaGrants. 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. The Contractor designates [insert name](#) as the Grantee Contact in IowaGrants (www.iowaGrants.gov) who shall regulate and assign access of appropriate individuals to this grant site.

Article IV – Key Personnel:

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

Department Personnel

Name	Title	Email Address
DeAnn Decker	Bureau Chief	deann.decker@idph.iowa.gov
Monica Wilke-Brown	Program Consultant	monica.wilke-brown@idph.iowa.gov
Sherry Frizell	Program Contract Manager	sherry.frizell@idph.iowa.gov

Key Contractor Personnel [Essential personnel for delivery of services as determined by IDPH program](#)

Name	Title	Email Address
	Project Director	
	Fiscal Contact	
	Add more as applicable	

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

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 FY19 work plan within IowaGrants, the Contractor shall provide the following services only, either with the county's own employees or by subcontract 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

Contractors shall meet the 2019 Work Plan goals and objectives as submitted via IowaGrants and approved by the Department.

A disincentive totaling five percent (5%) of the contractual amount shall be withheld from the second quarterly claim (due February 15, 2019). Confirmation of completion will be verified by IDPH staff review of the final report in IowaGrants (due August 2, 2019). The monies will be released upon confirmation that goals and objectives were met.

The Contractor shall submit any documentation required for the performance measure into the progress reports component of the grant site within IowaGrants.gov.

Article VIII – Reports:

The Contractor shall complete and submit the following reports in the grant site located in IowaGrants.

Report Title	Form Frequency/Type	Date Due
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Subcontracts- draft, unsigned	Type: Subcontract Documents	Submit for Department approval Prior to obtaining signatures
Semi Annual Progress Report	Semi-Annual	Due January 31, 2019
Year End Report	Final	Due August 2, 2019
Quarterly Claims	Jul-Sep 2018 expenses Oct-Dec 2018 expenses Jan-Mar 2019 expenses Apr-Jun 2019 (FINAL)	Due: Nov 15, 2018 February 15, 2019 May 15, 2019 August 2, 2019

Article IX - Budget:

Direct Cost Category	IDPH Department Budget	Match (3:1)
Salary and Fringe	\$	
Subcontract	\$	
Other	\$	
Direct Cost Subtotal	\$	
Indirect Rate (specify rate) OR Administrative Cost (specify rate)	\$	
TOTAL:	\$	

1. Expenditure variance against direct cost budget line amounts are allowed up to a maximum of 10% of the contractual amount on a cumulative basis not to exceed the contractual total. The Contractor shall submit a written justification and request for a contract amendment to the department prior to the obligation of an expense which will exceed the allowed 10% cumulative variance. The Contractor shall submit a written justification and request for a contract amendment when expenditures against a budget line not previously approved are anticipated.
2. The Contractor shall receive written approval from the Department prior to spending the final three (3) percent of all funds awarded.

NOTE: These funds may not be used for out-of-state travel, out-of-state speakers, promotional items; t-shirts, banners, incentives, subscriptions, dues, or certification costs. No meals for project participants other than light refreshments such as non-alcoholic beverages, vegetables, crackers/chips, etc.

Article X - Payments:

1. Submission of Claims for contract period:

The Contractor shall complete and submit a claim for services rendered in accordance with this Contract. The Invoice/Claim shall be submitted monthly in the grant site located in IowaGrants within 45 days of the month of expenditures.

The Department shall verify the Contractor's performance of the provision of Services/Deliverables and timeliness of claims before making payment. The Department may elect not to pay claims that are considered untimely.

2. End of State Fiscal Year Claims Submission: Notwithstanding the time frames above, and absent:

- i. longer timeframes established in federal law or
- ii. the express written consent of the Department,

the Contractor shall submit all claims to the Department by August 10th for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

The Department will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 10th, the Contractor may submit the late claim(s), as well as a justification for the untimely submission. The justification and request for payment must be submitted within the Correspondence component of this grant site. The Department may reimburse the claim if funding is available after the end of the fiscal year.

If funding is not available after the fiscal year, the claim may be submitted to State Appeal Board in accordance with instructions for consideration. Instructions for this process may be found at: http://www.dom.state.ia.us/appeals/general_claims.html.

3. The Department shall pay all approved invoices/claims in arrears. The Department may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.
4. The Department provides contractual payments on the basis of reimbursement of actual expenses in accordance with Iowa Code 8A.514.
5. 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 \$98.00 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.

6. 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).
7. 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.
8. Warrants (payments) for services provided under this contract will be made payable to the Contractor and mailed to the Contractor at the Contractor Legal Address as listed on the contract face page.
 - a. If the Contractor authorizes payments under this contract to be mailed to an address other than the Contractor Legal Address, the Contractor shall provide that address to the Department in the Alternate Mailing Address portion of the Business Organization Form – Contact Information section of the grant site form found in IowaGrants.
 - b. This address will be inserted in the 'Warrant/payment mailing address (if different from legal address)' field on the contract face page.
9. 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 [May 1, 2019](#).
3. [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.](#)
4. Subcontracts must explicitly state that reimbursements will be based upon actual expenses (services delivered). NO FUNDS will be released until subcontract/s is approved by the

Department.

5. **This contract must be fully executed with Contractor and Department signatures no later than Wednesday, September 12, 2018.** Contracts not fully executed by that date will be considered null and void and the Department may allocate funds to other contractor/s.

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

March 22, 2018

APPROVAL OF COUNTY APPLICATION FOR SUBSTANCE ABUSE FUNDING

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

- Section 1. That the County Application for Substance Abuse Funding for State Reimbursement for the period of July 1, 2018 – June 30, 2019, is hereby approved. The application is to be submitted to the Iowa Department of Public Health requesting \$10,000 in state funds to match local substance abuse prevention funding.
- Section 2. That the Director of the Health Department is designated as the Board of Supervisors' Board Authorized Signatory within the IowaGrants.gov electronic grant management system and is authorized to sign the application and contract award.
- Section 3. That, if accepted, the Board approves receipt of such funding.
- Section 4. This resolution shall take effect immediately.