

**PROGRAM SERVICES CONTRACT**

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

To the extent that this contract involves the use, in whole or in part, federal funds, the signature of the Contractor's authorized representative on the contract signature page indicates compliance with the Certifications contained in Attachment A which is attached hereto and is incorporated by reference as if fully set forth herein.

Tracking # 42061	Contract Title: TOBACCO CONTROL COALITION	
Contract Start: 7/1/2015	Contract End: 9/30/2017	Questions/Please Contact: PROCUREMENT UNIT @ (573)751-6471
Contract #: DH160003021		Amend #: 02

PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED

NAME OF ENTITY/INDIVIDUAL (Contractor) COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT	
DOING BUSINESS AS (DBA) NAME	
MAILING ADDRESS 1005 WEST WORLEY P O BOX 6015	
CITY, STATE, and ZIP CODE COLUMBIA MO 65205-6015	
REMIT TO (PAYMENT) ADDRESS (if different from above)	
CITY, STATE, and ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
TAXPAYER ID NUMBER (TIN) *****0810	DUNS NUMBER 071989024
CONTRACTOR'S AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
DEPARTMENT OF HEALTH AND SENIOR SERVICES DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE	DATE

AMENDMENT #02 TO CONTRACT #DH160003021
Columbia/Boone County Health Department

CONTRACT TITLE: Tobacco Control Coalition

CONTRACT PERIOD: March 30, 2017 through September 30, 2017

The Department of Health and Senior Services hereby extends the above referenced contract for the period of March 30, 2017 through September 30, 2017. The total funding available for the period shall be \$2,751.00.

1. Delete Section 1.1 in its entirety and replace with revised Section 1.1 as follows:
 - 1.1 The Contract amount shall not exceed \$2,751.00 for the period of March 30, 2017 through September 30, 2017.

In addition, the Department of Health and Senior Services hereby amends the following:

2. Delete Section 3.1 in its entirety and replace with revised Section 3.1 as follows:
 - 3.1 The Contractor must convene and maintain a local coalition to address the Comprehensive Tobacco Control Program's goals, strategies and performance indicators identified in Attachment C, which is attached hereto and is incorporated by reference as if fully set forth herein. The Contractor must work with the coalition to develop best approaches to effectively address selected goals and strategies.
3. Delete Section 3.1.4 in its entirety.
4. Delete Section 3.4 in its entirety and replace with revised Section 3.4 as follows:
 - 3.4 The Contractor shall implement the provisions of this agreement in accordance with the Department approved 2017 Action Plan and said funding shall be expended pursuant to the established budget included in the same plan.
5. Delete Section 4.1 in its entirety and replace with revised Section 4.1 as follows:
 - 4.1 The Contractor shall submit quarterly progress reports with invoices for the quarters due.
 - a. Quarterly reports shall be submitted to the Department using the form and format provided by the Department.
 - b. Quarterly reports shall identify activities completed, in progress and/or planned, as well as any barriers encountered and strategies to resolve them, consistent with those identified in the previously submitted and Department approved action plan.

- c. Quarterly report shall be due on the following dates:
 - i. July 15 report on program activity and progress during the period April 1 through June 30.
 - ii. October 30 report on program activity and progress during the period July 1 through September 30.
 - d. The second quarterly report shall serve as the final report for the total contract period. The report shall include progress made in quarter two, as well as describe the status of the action plan's goals, strategies, objectives and action steps, barriers experienced and solutions implemented, performance indicator numbers for each objective, and general analysis of the action plan.
 - e. The Department may delay payment of any invoice submitted after the dates the quarterly reports are due until the reports have been received.
- 6. Delete Section 4.2 in its entirety.
- 7. Delete Section 5.1 in its entirety and replace with revised Section 5.1 as follows:
 - 5.1 The Department will reimburse the Contractor for an amount not to exceed the total contract amount for only the allowable costs in the following budget categories:
 - a. Personnel
 - b. Coalition Recruitment and Development
 - c. Media
 - d. Supplies
 - e. Travel Expenses
 - f. Other
 - g. Indirect Costs
- 8. Delete Section 5.3.2 in its entirety and replace with revised Section 5.3.2 as follows:
 - 5.3.2 The Contractor shall not bill the Department for indirect costs that exceed 10% of the modified total direct costs as defined in 2 CFR § 200.68.
 - a. Modified Total Direct Cost Method (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

9. Delete Section 5.4 in its entirety and replace with revised Section 5.4 as follows:

5.4 The Contractor shall invoice and be reimbursed for actual and reasonable travel expenses either at the Contiguous US Per Diem Rates (CONUS) or the travel reimbursement rates set by the Contractor's internal policy, whichever is lower.

5.4.1 The Contractor must have the prior written approval of the Department for any travel related expenses which may exceed the CONUS rates.

5.4.2 The Contiguous US Per Diem Rates (CONUS) can be found by clicking on the link for "Per Diem Rates" at the following Internet address: <http://www.gsa.gov>.

10. Add Section 5.6, 5.7, 5.8, and 5.9 as follows:

5.6 The Contractor shall maintain records for salary and wages charged under the contract that accurately reflect the work performed.

5.7 Funding shall be expended pursuant to the established budget included in the previously submitted and Department approved action plan.

5.8 If the Contractor identifies specific needs within the Scope of Work, the Contractor may rebudget up to 10% of the total budget between object class categories of the budget without obtaining prior written approval of the Department. Such rebudgeting by the Contractor shall not cause an increase in the indirect cost category. The Contractor and the Department must agree to a written contract amendment for an increase to the indirect cost category or any other rebudgeting.

5.9 The Contractor shall provide a copy of revised budget prior to implementation when any transfer occurs, including those transfers that do not require prior Department approval.

11. Delete Section 6.3 in its entirety and replace with revised Section 6.3 as follows:

6.3 The Contractor shall submit a quarterly invoice by the 15th day of the quarter due, for the actual expenditures incurred in the previous quarter. The second quarterly report serves as the final report and is due on October 30, thirty (30) days after the completion of the contract.

6.3.1 The Contractor shall, along with the invoice, submit a quarterly expenditure report identifying line item expenditures related to the provision of services identified herein.

a. The grantee shall submit invoices which shall contain the following information:

- i. Contract number;
- ii. Contractor's name, address and telephone number;
- iii. Quarter for which services are being invoiced;
- iv. Unique invoice number according to Department instructions;

- v. Services provided; and
- vi. Total cost of services invoiced for that quarter; per the contract.

12 Delete Section 6.4 in its entirety and replace with revised Section 6.4 as follows:

6.4 The Department will pay the Contractor quarterly upon the receipt and approval of an invoice and reports prepared according to the terms of this contract.

13. Add Section 13.4 as follows:

13.4 This project/program is funded 100% at \$17,157.00 with federal funds received from the U.S. Department of Health and Human Services (HHS), Center for Disease Control provided by the Missouri Department of Health and Services, Division of Community and Public Health.

14. Delete Attachment C in its entirety and replace with revised Attachment C, which is attached hereto and is incorporated by reference as if fully set forth herein.

All other terms, conditions, and provisions of the contract, shall remain the same and apply hereto.

ATTACHMENT C

Tobacco Control Coalition Contract Goals, Strategies and Performance Indicators

GOAL 1: Build and sustain community tobacco-related coalitions working to reduce tobacco initiation and increase tobacco cessation (among tobacco users).	
STRATEGY	PERFORMANCE INDICATOR
Increase number of organizations/agencies active in community tobacco coalition.	# of active organizations/agencies
Increase number of community members active in tobacco coalition.	# of active community members
Increase number of youth active in tobacco coalition.	# of active youth members
Increase number of stakeholders participating in tobacco control efforts.	# of active coalition members representing health systems
GOAL 2: Promote tobacco use cessation among adults and youth	
STRATEGY	PERFORMANCE INDICATOR
Promote quitting by adult and youth tobacco users.	# of messages (presentations, information) provided
Promote health systems change to support tobacco cessation.	# of health systems offering tobacco use cessation coverage and/or services to their employees and/or customers
Increase available, affordable, accessible, and evidence-based cessation services.	# of available cessation services
Educate and inform stakeholders and decision-makers about evidence-based policies and programs to increase cessation.	# of presentations and/or information distributed # of stakeholders receiving information
Implement evidence-based, mass-reach communication interventions to increase cessation and/or promote the Quitline.	# of paid media placed (<i>billboard, radio, TV, social media</i>) # of earned or free media placed (<i>billboard, radio, TV, social media</i>)
GOAL 3: Decrease exposure to secondhand smoke	
STRATEGY	PERFORMANCE INDICATOR
Increase level of support for creating smoke-free policies in public places and work places.	# of individuals/organizations that support the creation of smoke-free policies in public places and work places
Establish and/or strengthen policies for tobacco-free public places and work places.	# of tobacco-free policies in public places and work places
Establish and/or strengthen tobacco-free policies on college/university campuses.	# of tobacco-free policies on college/university campuses
Increase policies for smoke-free multi-unit housing.	# of public housing authorities with smoke-free indoor air policies
Reduce exposure to secondhand smoke in homes and vehicles.	# of youth who live in homes where smoking is allowed # of youth who ride in a family vehicle where smoking is allowed

Implement evidence-based, mass-reach communication interventions to reduce exposure to secondhand smoke.	# of paid media placed (<i>billboard, radio, TV, social media</i>) # of earned or free media placed (<i>billboard, radio, TV, social media</i>)
GOAL 4: Identify and eliminate tobacco-related disparities	
STRATEGY	PERFORMANCE INDICATOR
Increase engagement of disparate populations in tobacco control related activities.	# of active coalition members representing disparate populations (<i>LGBT, low socio-economic, racial-ethnic, etc.</i>)
Increase tobacco prevention and cessation interventions with disparate populations.	# of interventions/activities targeting disparate population

**CONTRACT FUNDING SOURCE(S)**

The Contract Funding Source(s) is supplemental information the Department is required to provide the Contractor when issuing a contract or amendment that will be funded by federal sources. The document identifies the total amount of funding and the federal funding source(s) expected to be used over the life of this contract. For the specific amount for a contract period, refer to the contract and/or applicable amendments. If the funding information is not available at the time the contract is issued or the information below changes, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

Tracking #	42061	State: 0%	\$0.00	Federal: 100%	\$17,157.00
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Contract Title: TOBACCO CONTROL COALITION

Contract Start: 7/1/2015 **Contract End:** 9/30/2017 **Amend#:** 02 **Contract #:** DH160003021

Vendor Name: COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT

CFDA: 93.305 **Research and Development:** N

CFDA Name: NATIONAL STATE BASED TOBACCO CONTROL PROGRAMS

Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION

Federal Award: 1U58DP006006-01, 6NU58DP006006-01

Federal Award Name: TOBACCO CONTROL PROGRAM

Federal Award Year: 2015 **DHSS #:** DP006006-01 **Federal Obligation:** \$7,203.00

CFDA: 93.305 **Research and Development:** N

CFDA Name: NATIONAL STATE BASED TOBACCO CONTROL PROGRAMS

Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION

Federal Award: 5NU58DP006006-02

Federal Award Name: TOBACCO CONTROL PROGRAM

Federal Award Year: 2016 **DHSS #:** DP006006-02 **Federal Obligation:** \$7,203.00

CFDA: 93.305 **Research and Development:** N

CFDA Name: NATIONAL STATE BASED TOBACCO CONTROL PROGRAMS

Federal Agency: DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS FOR DISEASE CONTROL AND PREVENTION

Federal Award: 5NU58DP006006-03

Federal Award Name: TOBACCO CONTROL PROGRAM

Federal Award Year: 2017 **DHSS #:** DP006006-03 **Federal Obligation:** \$2,751.00

* The Department will provide this information when it becomes available.

Project Description:

The purpose of this contract is to establish and build coalitions to work on smokefree environments and supporting activities pursuant to the Department of Health and Senior Services' strategic goal of reducing the burden of chronic diseases by reducing tobacco use and exposure to secondhand smoke.