



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 #: 5880TS##	PROJECT TITLE: Tobacco Use Prevention and Control Community Partnerships
CONTRACTOR LEGAL NAME AND ADDRESS: Insert Contractor's legal name and address	PROJECT PERIOD: September 1 or November 1, 2014 thru June 30, 2020
STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: insert contractor's 11 digit vendor #	CONTRACT PERIOD: July 1, 2019 thru June 30, 2020
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, if the Contractor executes additional contracts with the Department, the aggregate of which exceed \$ 500,000, the contract will be covered.	TOTAL CONTRACT AMOUNT: \$0
	FUNDING SOURCE: FEDERAL: \$0 STATE: \$0 OTHER:\$0 Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other:\$0
	Federal Subrecipient Addendum Needed? NO
<p>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.</p> <p>The Contractor has reviewed and agrees to the Iowa Department of Public Health General Conditions Effective July 1, 2019 as posted on the Department's website under <i>Funding Opportunities</i>: http://idph.iowa.gov/ or as available by contacting Sheri Stursma at telephone (515) 281-5819. The contractor specifies no changes have been made to the Special Conditions or General Conditions.</p>	
<p>The parties hereto have executed this contract on the day and year last specified below.</p>	
For and on behalf of the Department: By: _____ Jerilyn Oshel, Division Director	For and on behalf of the Contractor: By: _____ Insert Date (required if not a digital signature): _____

Special Conditions for Contract # 5880TS##

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:

Jerilyn Oshel, Director, Division of Tobacco Use Prevention and Control 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 Jerilyn Oshel at telephone (515) 281-8857.

Article III - Designation of Contract Administrator:

[Insert Name](#) 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: [insert name](#); telephone (); [email address](#).

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 Contract Administrator 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
Jerilyn Oshel	Division Director	jerilyn.oshel@idph.iowa.gov
	Community Health Consultant	
Sheri Stursma	Program Contract Manager	sheri.stursma@idph.iowa.gov

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

Name	Title	Email Address
	Project Director or Coordinator	
	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:

The purpose of this contract is for the tobacco community partnership to provide effective initiatives and activities that have outcomes focused on policy and systems change and that are consistent with the initiatives recommended by the Centers for Disease Control and Prevention (CDC) and in compliance with 641 Iowa Administrative Code Chapter 151 within their service area. The contractor must conduct work and services at the local level (in the identified service area) that support the CDC goal areas. These goal areas are:

- Prevent the initiation of tobacco use among young people
- Eliminate non-smokers' exposure to secondhand smoke
- Promote quitting among young people and adults
- Identify and eliminate tobacco-related disparities among population groups

The contractor's service area includes the following county(s): [List Each County](#)

Article VI - Description of Work and Services:

All minimum requirements are listed below. The contractor must implement Minimum Requirement number four, to engage coalition development. In addition to Minimum Requirement number four, the contractor will implement those minimum requirements submitted in the work plan and approved by the Department within Iowa Grants.

The contractor shall conduct only the minimum requirements and activities below that are in compliance with the Department approved work plan and application within Iowa Grants.

Minimum Requirement # 1 is to prevent initiation of tobacco use among young people

In order to achieve Tobacco Free and Nicotine Free (TF and NF) policy change programming, applicants must work with their communities to encourage policy adoption related to preventing tobacco use among young people. Applicants choosing to implement Minimum Requirement #1, or required to implement Minimum Requirement #1 (based on funding amount) must select the target area within each county of their service area for the focus of this requirement.

The target area options include:

- TF and NF policy adoption for parks
- TF and NF policy adoption at K-12 schools
- TF and NF policy adoption at childcare centers and homes
- TF and NF policy adoption at colleges/universities/community colleges/trade schools.
- Formation of Iowa Students for Tobacco Education and Prevention (ISTEP) Chapters

Required Activities:

Applicants choosing to implement Minimum Requirement #1, or required to implement Minimum Requirement #1 (based on funding amount) must conduct **all** of the following activities in their selected target area within each county of their service area.

- Contact administration of target area to discuss voluntary TF and NF policy adoption or ISTEP Chapter formation.
- Conduct presentation(s) to administration of target area to discuss voluntary TF and NF policy adoption or ISTEP Chapter formation.
- Provide education and promote Quitline Iowa to administration and others of target area.
- Assist key players of target area on adoption and implementation of TF and NF policy or ISTEP Chapter formation.
- Provide ongoing technical assistance and support to administration of target area pertaining to TF and NF policy changes or ISTEP Chapter formation.
- Identify group(s) or population(s) that are affected by tobacco-related health disparities that your plan to work with on this Minimum Requirement.
- Contact all school districts in service area to offer technical assistance*
 - *to review school district policy, educate on ISTEP program, educate on new tobacco products, offer signage, and address any tobacco control questions administration may have.
- Maintain existing ISTEP Chapter if applicable.

Minimum contact expectations must be appropriate for the size of the county and target area selected. Applicants will report on number of contacts made in progress reports.

Minimum Requirement # 2 is to eliminate non-smokers' exposure to secondhand smoke

In order to achieve Tobacco Free and Nicotine Free (TF and NF) policy change programming, applicants must work with their communities to encourage policy adoption related to eliminating non-smokers' exposure to secondhand smoke. Applicants choosing to implement Minimum Requirement #2, or required to implement Minimum Requirement #2 (based on funding amount) must select the target area within each county of their service area for the focus of this requirement.

The target area options include:

- Businesses/Worksites
- Community events *
- Smoke Free (SF) Housing

*A community event is any planned gathering on public property consisting of any sized event which blocks / reserves access to public property / right of way. Examples of these events include, but are not limited to: Pre-planned Marches / Demonstrations, Parades, Concerts, Races, etc.

Required Activities:

Applicants choosing to implement Minimum Requirement #2, or required to implement Minimum Requirement #2 (based on funding amount) must conduct **all** of the following activities in their selected target area within each county of their service area.

- Contact management of target area to discuss voluntary TF and NF policy or SF Housing policy adoption
- Conduct presentation(s) to management of target area to discuss voluntary policy adoption
- Provide education and promote Quitline Iowa to management and others of target area
- Provide education on the Smokefree Air Act to management and others of target area
- Identify group(s) or population(s) that are affected by tobacco-related health disparities that your agency plan to work with on this Minimum Requirement
- Assist key players of target area on adoption and implementation of TF and NF policy or SF Housing policy

Minimum contact expectations must be appropriate for the size of the county and target area selected. Applicants will report on number of contacts made in progress reports.

Minimum Requirement # 3 is to promote quitting among young people and adults

Applicants must work with their communities to encourage system change related to promoting quitting among young people and adults. Applicants choosing to implement Minimum Requirement #3, or required to implement Minimum Requirement #3 (based on funding amount) must select the target area within each county of their service area for the focus of this requirement.

The target area options include:

- Implement a cessation protocol within a substance abuse and/or a behavioral health center
- Increase the number of pregnant women that enroll in the Quitline Iowa Pregnancy Program
- Implement an e-referral system change within a health facility
- Integrate a cessation protocol within a local Head Start center
- Implement a cessation protocol within a diabetes prevention and/or diabetes self-management program
- Increase the number of users to Quitline Iowa

Required Activities:

Applicants choosing to implement Minimum Requirement #3, or required to implement Minimum Requirement #3 (based on funding amount) must conduct **all** of the following activities within each county of their service area.

- Review Quitline Iowa 101 and AAR training on Quitline Iowa website
- Contact local health care centers and other key contacts pertinent to your target to discuss Quitline Iowa and the fax referral system
- Conduct training to health care practitioners on Quitline Iowa fax referral system for adults and youth.
- Utilize Department resources (AAR Powerpoint, Head Start Guide, AAR folders) to educate healthcare practitioners and/or key contacts on Quitline Iowa

- Provide health care practitioners ongoing support for Quitline Iowa and the fax referral system
- Develop key relationships and provide technical assistance with healthcare facility staff that have the ability to implement an e-referral system, as applicable
- Promote Quitline Iowa
- Identify group(s) or population(s) that are affected by tobacco-related health disparities that your agency plan to work with on this Minimum Requirement

Minimum contact expectations must be appropriate for the size of the county and target area selected. Applicants will report on number of contacts made in progress reports.

Minimum Requirement # 4 is to engage coalition development

In order to increase coalition development all applicants must attend all required coalition development trainings and address all activities on coalition development.

In order to have an effective tobacco control program at the community level, applicants/Community Partnerships must work with their communities to implement initiatives to mobilize communities and to integrate tobacco control strategies into collaborative community activities.

The target area is:

- Attend a coalition in every county of the service area, at a minimum of once per quarter.

Required Activities

All applicants must conduct **all** of the following activities within each county of their service area.

- Provide quarterly updates to coalition members **per county** of applicant's service area.
- Provide coalition members opportunities to be involved in other Minimum Requirement activities.
- Invite and report to other key organizations or people in their community on tobacco control programming.

Key organizations may include: local public health agencies, substance abuse service providers, schools, health care clinics, DCAT, SPF-SIG, community or county obesity prevention groups, nutrition and physical activity groups, and diabetes management and prevention groups, youth groups, faith groups, local non-profits, local elected officials and legislators, and other the Department-funded contractors. Where applicable contractors shall collaborate with the substance abuse prevention agency receiving the IDPH Integrated Provider Network Grant funding.

- Report to each county local board of health in their service area at a minimum yearly.
- Invite ISTEP Chapter advisors and youth, and youth serving organizations to coalition meetings.
- Assist local ISTEP Chapter in their planning and implementation of street marketing events, as applicable.
- Identify group(s) or population(s) that are affected by tobacco-related health disparities that you plan to work with on this Minimum Requirement.

Tobacco Control Action Plan (NOT REQUIRED BY ALL CONTRACTORS)

The contractor shall implement the Department-approved action plan in compliance with the approved application within Iowa Grants.

Required Trainings

Applicants are required to attend conference(s), trainings and webinars throughout the contract year. All trainings are hosted by the Department and will be provided in a central location, regional locations, online courses, or recorded webinars. Applicants must budget accordingly for attendance at conference(s), trainings and webinars.

Required Webinars and Conferences

All applicants must have staff represented at **all** of the following:

- July 2019 - webinar
- Fall 2019 - annual tobacco control conference / ISTEP Summit
- Winter 2019/20 - webinar

Trainings related to CDC Goal Areas:

Optional tobacco control trainings related to CDC Goal Areas are available for review on the Community Partnership portal.

Article VII – Performance Measure

Contractor will attend the required trainings stated in the Required Training. Contractor shall ensure that at a minimum one contract staff person will attend each required training.

- July 2019 - webinar
- Fall 2019 - annual tobacco control conference / ISTEP Summit
- Winter 2019/20 - webinar

The Contractor shall include documentation of meeting this requirement within the quarterly progress report, as evidenced by the attendance sheet for webinars and conference registration list.

For each training not attended by Contractor, a three percent disincentive will be applied the month after the end of the quarter.

ALL PERCENTAGES ARE BASED ON THE TOTAL CONTRACT AMOUNT.

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
Subcontracts- draft, unsigned	Type: Subcontract Documents	Submit for Department approval Prior to obtaining signatures

TUPAC Community Partnerships Quarterly Progress Report	Quarterly	October 7, 2019 January 8, 2020 April 7, 2020 July 8, 2020
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Article IX - Budget:

County A Budget - County Name

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

County B Budget - County Name

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

County C Budget - County Name

Direct Cost Category	Department Budget	Match
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.

Article X - Costs/Activities Requiring Pre-Approval from the Department

The Department’s approval of an application budget and action plan does **not** meet the Department pre-approval requirement.

Applicants proposing expenses for items that require pre-approval from the Department will submit a written request (using a pre-approval form developed by the Department) during the contract term, and prior to implementation or purchasing the item, along with any necessary **draft** advertising promotional items. Following approval from the Department, Contractor will submit the approved pre-approval form with the corresponding expense claim.

Items that require the Department pre-approval (after award of a contract) includes, but is not limited to:

- Advertising, educational materials and other forms of promotion.
 - Note: All publications to include audio, visual, or written materials which are developed and/or distributed using Division grant funds may be required to include the following attribution: “Produced with funding from the Iowa Department of Public Health, Division of Tobacco Use Prevention and Control.”
 - A small font and inconspicuous placement are acceptable, as long as the statement is legible.
- Purchase of other fixed assets such as automobiles or automotive vehicles, program equipment, or fixtures, or major medical equipment.
- Paid speakers.
- Trainings including registration cost and any other related travel expenses (mileage/airfare, lodging or meals) directly related to attending trainings **NOT** required by the division.

- Teaching of K-12 prevention or cessation curricula or adult cessation counseling provided by budgeted staff.
- Dues to organizations or federations.

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 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 timeframes 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 the Contractor travel amounts in excess of limits established by Iowa [Department of Administrative Services](#). Current in-state and out of state travel rate reimbursements can be found posted on the Department's [IDPH General Conditions for Service Contracts website](#).

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. The Contractor shall submit documentation of the department's pre-approval of required items outlined in Article X prior to the department providing reimbursement for such items.
8. Final payment may be withheld until all contractually required reports have been received and accepted by the Department. At the end of the contract period, unobligated contract amount funds shall revert to the Department.

Article XI – Additional Conditions

1. As a condition of the contract, the Contractor shall assure linkage with the local board of health in each county where services are provided. The Contractor will assure that the local board of health has been actively engaged in planning for, and evaluation of, services. It will also maintain effective linkages with the local board of health, including timely and effective communications and ongoing collaboration.
2. The Contractor shall ensure all IowaGrant Grant Tracking site component information is accurate and current. This is inclusive of personnel, work plans, and budget forms. Requests by the Contractor for access to update the Grant Tracking site components shall be submitted through correspondence to the IDPH Program Contract Manager. If an update is approved by the Department, an amendment to the contract may be required.
3. 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 April 30, 2020.
4. The Contractor will cooperate and complete the action plan change or progress report negotiations as requested or required by the Contractor's Community Health Consultant at all times throughout the project period.
5. The Contractor shall perform a criminal check, sexual abuse and child abuse check on all employees serving youth in the program. If not already completed, this shall be completed for all existing staff by October 31, 2019, and for new staff prior to hire.
6. The Contractor shall participate in technical assistance contacts or contract performance monitoring requests in the manner requested by the Department (to include but not limited to: phone calls, on-site visits, email, IowaGrants Correspondence, etc.)
7. The Department may reallocate Tobacco Use Prevention and Control funds at any time during the contract year. If a Contractor fails to expend 65% of funds awarded for expenses incurred through February 28, 2020, the difference between funds remaining and 35% may revert to the Department for possible reallocation at the Departments discretion.

Example: A contract in the amount of \$10,000 must spend \$6,500 by February 28, 2020. If that contractor has only spent \$3,000 by February 28, 2020, then \$3,500 (\$6,500-\$3,000) may revert back to IDPH.

8. Data Sharing Terms:

The Iowa Department of Public Health (IDPH) receives Quitline Iowa enrollment numbers for pregnant women from National Jewish Health. IDPH will share these enrollment numbers by county, including those counties with small count sizes, to **NAME OF CONTRACTOR** for the purpose of program planning, evaluation, and performance management.

- a. Legal Authority. Iowa Quitline enrollment numbers of small count sizes for pregnant women may be confidential under Iowa code chapters 22, 125 and 135. IDPH is authorized to release this data under 641 IAC 175.9(2)(b). Confidential information transferred to other agencies shall maintain its confidential status and shall not be rereleased by the receiving entity (IAC 641 - 175.10(2)(e)).
- b. Aggregate Data Publication. The Contractor agrees to provide a copy of all proposed publications to Department at least thirty (30) days in advance of the proposed dissemination date. The publication shall not be published in any format without the prior written consent of Department. Any publication of aggregate data shall comply with Department confidentiality guidelines, including *IDPH Policy for Release of Confidential Public Health Records*.
- c. Data Sharing Appendix. Refer to **Appendix A** for the following details:
 - The dataset(s) to be shared
 - The date range of data to be shared
 - The variables to be shared from each dataset
 - The frequency of data transfer
- d. Destruction of Data. The Contractor shall destroy all confidential data under the ownership of the Department and any files created by linking these data files at the end of the contract period, unless need for further retention is approved in writing by the Department. The destruction shall be by means which render the data or linked data files unidentifiable and useless. The Contractor shall provide written notification to the Department of the destruction of the confidential data.

Appendix A:

Datasource: Quitline Iowa Program Data

Date Range: 2017-2020

Geographic Area: Statewide

Variables listed below:

- Count of pregnant women enrolled in Quitline program, by county