

Contract Declarations & Execution Page

<p>CONTRACT #: 5882HD##</p>	<p>PROJECT TITLE: Iowa Initiative to Address COVID-19 Health Disparities</p>
<p>CONTRACTOR LEGAL NAME AND ADDRESS: Insert Contractor's legal name and address</p>	<p>PROJECT PERIOD: insert project period dates to match the contract period, not to exceed three years (or the available funds) whichever ends sooner.</p>
<p>STATE OF IOWA DEPT. OF ADMINISTRATIVE SERVICES VENDOR #: insert contractor's 11 digit vendor #</p>	<p>CONTRACT PERIOD: insert contract period, not to exceed three year</p>
<p>IOWA CODE CHAPTER 8F DESIGNATION:</p> <p>This contract is covered by Iowa Code chapter 8F</p> <p>This contract is NOT covered by Iowa Code chapter 8F</p> <p>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.</p>	<p>TOTAL CONTRACT AMOUNT: \$0</p>
	<p>FUNDING SOURCE:</p> <p>FEDERAL: \$0</p> <p>STATE: \$0</p> <p>OTHER:\$0</p> <p>Interagency State: \$0 Interagency Federal: \$0 Private/Fees/Other:\$0</p>
<p>Federal Subrecipient Addendum Needed? YES/NO</p>	
<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 Funding Opportunities or as available by contacting Samra Hiros, (515) 423-7900. 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>	
<p>For and on behalf of the Department:</p> <p>By: _____ Sarah G. Reisetter, J.D. Deputy Director, Iowa Department of Public Health</p>	<p>For and on behalf of the Contractor:</p> <p>By: _____ Insert Date (required if not a digital signature): _____</p>

Special Conditions for Contract # 5882HD##

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:

Sarah G. Reisetter, J.D., Deputy Director, 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 Samra Hiros (515) 423-7900.

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](#).

Article IV – Key Personnel:

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

Department Personnel

Name	Title	Email Address
Susan Dixon	Bureau Chief	susan.dixon@idph.iowa.gov
Samra Hiros	Program Consultant	samra.hiros@idph.iowa.gov
Kathy Karn	Program Contract Manager	kathy.karn@idph.iowa.gov

Key Contractor Personnel

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 parties have entered into this Contract for the purpose of retaining the Contractor to address COVID-19-related health disparities and advance health equity by expanding local capacity and services to prevent and control COVID-19 infection (or transmission) among populations at higher risk and that are underserved, including racial and ethnic minority groups and people living in rural communities.

Article VI - Description of Work and Services:

Deliverables:

The Contractor shall provide the following services in accordance with the defined performance criteria as set forth below and as described in the Department-approved application. The Contractor shall:

Item/Deliverable Description	Rural Service Area	Due Date
<p>Performance Measure Collection Plan</p>	<p>Yes/No</p>	<p>Within 2 weeks of the agreement start date</p>
<p>1. Outreach to Encourage Vaccination and Testing. With consultation from local public health agencies, work with local chambers of commerce, employers, and workforce agencies to help conduct outreach to employees to encourage vaccination and testing if needed; consider an online tool that coordinates both scheduling appointments and transportation; develop and implement a plan to disseminate health equity-related data and related materials tailored to be culturally and linguistically relevant for diverse audiences; convene monthly check-ins with partners to monitor compliance and make improvements as needed; develop a model (best practice) policy to be approved for business use implementation.</p> <p>Performance Measures:</p> <p>As soon as possible, the contractor will develop a model (best practice) policy to be approved for business use implementation.</p> <p>The contractor will report on the number of employers that are partners for this activity by the end of the funding period (include business names).</p> <p>The contractor will report on the number of partners engaged to extend reach to communities of focus (include partner names).</p> <p>Other performance measures may be added by the Department.</p>	<p>Yes/No</p>	<p>TBD</p>

<p>2. Education Promotion & Support of Local Communities to Mitigate Long Lasting Impacts of Covid-19. Engage statewide and local nonprofits and solicit their commitment to assist in education promotion, but also assist in supporting local communities to mitigate the long lasting impacts of COVID-19 as it relates to social determinants of health such as mental health, food insecurity, job assistance, and linking individuals to community resources. Target programs that serve vulnerable patients or community members based on socio-economic factors (low income) and other factors that put them at greater risk of dying or being hospitalized due to COVID-19.</p> <p>Performance Measures:</p> <p>The contractor will report on the number of information sharing resources disseminated to link individuals to community resources by the end of the funding period.</p> <p>The contractor will provide a list of program names that are partners for this activity by the end of the funding period.</p> <p>Other performance measures may be added by the Department.</p>	<p>Yes/No</p>	<p>TBD</p>
<p>3. Explore strategies to coordinate with local public health to serve Iowa's vulnerable populations. Optional activities to consider: Libraries and non-traditional partners that serve vulnerable populations will collaborate with Local Public Health; organizations to pilot a health navigation program for vulnerable populations; other proposed projects that serve vulnerable populations.</p> <p>Performance Measures:</p> <p>The contractor will provide a list of community organizations serving vulnerable populations that are partners for this activity.</p> <p>The contractor will report on the number and types of outreach activities employed that serve Iowa's vulnerable populations.</p> <p>Other performance measures may be added by the Department.</p>	<p>Yes/No</p>	<p>TBD</p>

<p>4. Engage faith-based organizations and non-traditional partners to employ strategies to reach disproportionately affected populations. Employ targeted communication/messaging; help individuals understand and/or believe in the recommended mitigation measures (address vaccine hesitancy and other concerns); and educate individuals on available COVID-19-related resources, treatments, and practices. Invest in targeted marketing efforts.</p> <p>Performance Measures:</p> <p>The contractor will report on the number of faith-based organizations and non-traditional partners engaged to reach disproportionately affected populations in order to reduce COVID-19 health disparities by the end of the funding period.</p> <p>The contractor will report on the number of products created or adapted (eg., infographics, flyers, videos, commercials), method of dissemination (website, mail, bulletin boards, radio, social media) and intended audience. If translation of materials occurred, include language(s) translated.</p> <p>Other performance measures may be added by the Department.</p>	Yes/No	TBD
<p>5. To improve vaccination uptake and testing access, engage local pharmacies in rural areas to coordinate with transportation providers to ensure transportation is not a barrier.</p> <p>Performance Measures:</p> <p>If applicable, the contractor will report on the number of Community Health Workers in Iowa that were trained and dedicated for the specific purpose of equipping locals with tools to work with hard to reach populations by the end of the funding period.</p> <p>The contractor will report on the number of partners engaged to extend reach to communities of focus (include partner names).</p> <p>The contractor is expected to provide the names of community partner(s), populations targeted and if available, the number of individuals served through these services.</p>	Yes/No	TBD

Other performance measures may be added by the Department.		
<p>6. Develop and implement strategies for providing education to individuals experiencing poverty and homebound individuals. For example, engage home health organizations and agencies to ask patients about receiving vaccines; develop a procedure/tool for home health organization use; integrate appropriate translation services tools; work with food assistance programs to identify individuals who may be experiencing poverty and collaborate with programs to implement targeted education.</p> <p>Performance Measures:</p> <p>If applicable, by March 31, 2022, a tool will be developed specifically for home health organizations/agencies, for intake purposes to include translation resources.</p> <p>The contractor will report on the number of community organizations serving vulnerable populations that are partners for this activity.</p> <p>Other performance measures may be added by the Department.</p>	Yes/No	TBD

Article VII – Performance Measure:

Reimbursement under the contract will be based upon successful performance in meeting the requirements and deliverables outlined in the budget section. All deliverables must meet Department approval prior to payment of the reimbursement. Failure to provide deliverables meeting Department satisfaction will result in non-payment of corresponding deliverable. In addition, the Contractor will be required to submit data and documentation to the Department that is required for CDC reporting requirements.

The Contractor shall submit any documentation required for the performance measure to the Department.

Article VIII – Reports:

The Contractor shall complete and submit the following reports and submit to the Department. Include report requirements such as data submission/uploads or performance measure

Report Title	Form Frequency/Type	Date Due
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Subcontracts- draft, unsigned with a value over \$2,000	Type: Subcontract Documents	Submit for Department approval Prior to obtaining signatures
FFATA Report	Type: FFATA Report	Contractor Submits within 15-30 days of the start date of the contract.
Performance Measure Report. The contractor will report specific performance measures to the Department based on services offered. Performance measures must be collected on a Department provided template and submitted to the Department via an email submission. The reporting due dates will be determined at a later date.	Performance Measure	To be determined
Progress Report & Invoice/Claim. Work Description, Location of Services (Rural vs Non-rural) and Final Performance Measures Report	Final report- upon submission of claim	Due upon completion of services and submitted with claim/invoice

Article IX - Budget:

Deliverable-based Reimbursement

Reimbursement under this contract will be deliverable-based. These amounts are all inclusive and no other costs or expenses will be reimbursed to the Contractor.

Deliverable (description)	Due Date	Fixed Cost
1. Outreach to Encourage Vaccination and Testing		\$
2. Education Promotion & Support of Local Communities to Mitigate Long Lasting Impacts of Covid-19.		\$
3. Explore strategies to coordinate with local public health to serve Iowa's vulnerable populations.		\$
4. Engage faith-based organizations and non-traditional partners to employ strategies to reach disproportionately affected populations.		\$
5. To improve vaccination uptake and testing access,		\$

6. Develop and implement strategies for providing education to individuals experiencing poverty and homebound individuals.		\$
Total Fixed Cost:		\$

*Reimbursements will not be provided until the Department approves the deliverable.

Article X - Payments:

1. Submission of Claims for contract period:

The Contractor shall complete and submit an invoice for services rendered in accordance with this Contract to the Department via online form that will be made available by the IDPH Program Contract Manager. The invoice must report the deliverable completed, including any required supporting documentation or data related to the deliverable or requested by the Department.

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 emailed to the Program Consultant. 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. 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. All work plan revisions or changes to an approved deliverable or budget amount must be approved by the Department prior to implementation. Requests for work plan revisions, changes to a deliverable, or budget amount must be received by the Department through email to the Program Consultant at least 15 days before the due date of the deliverable.
2. Federal Requirements. Contractor must comply with CDC Grant #XXXXXXXXXX.
3. Any use of the Department's name, logo, or other identifying information must have prior written approval from the Department.
4. Add any additional conditions to include, but not limited to: funder requirements such as federal requirements (refer to the NOA's for each funding source); additional requirements from another funder such as DHS or private entity (refer to the contract b/w IDPH and the funder). Examples of additional conditions might be including limitations on costs/expenses not allowed for reimbursement, limitations on data usage or disclosure, or federal compliance items, etc. Do not repeat or include conditions covered by the General Conditions in this section, but if a funder's agreement/contract/NOA requires us to pass along additional conditions or to modify IDPH's General Conditions (with CCO or AAG approval only), that must be stated here in the contract.