



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
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.

| | | |
|-------------------------------------|---|--|
| Tracking # 50894 | Contract Title: TEEN OUTREACH PROGRAM (TOP) | |
| Contract Start: 10/1/2021 | Contract End: 9/30/2023 | Questions/Please Contact: PROCUREMENT UNIT @ (573)751-6471 |
| Contract #: DH220050894 | | Amend #: 01 |

PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED

| | | |
|--|----------------------------|--------------------------|
| NAME OF ENTITY/INDIVIDUAL (Contractor) CITY OF COLUMBIA | | |
| DOING BUSINESS AS (DBA) NAME ON BEHALF OF COLUMBIA/BOONE COUNTY HEALTH DEPARTMENT | | |
| 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 | UEI NUMBER WZR4KM9CBTV3 | 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 | |

RR

Approved as to form:

AMENDMENT #01 TO CONTRACT DH220050894

CONTRACT TITLE: Teen Outreach Program

CONTRACT PERIOD: October 1, 2022 through September 30, 2023

The Department of Health and Senior Services hereby exercises its option to renew the above referenced contract; therefore Section 1.1 is hereby deleted in its entirety and replaced with revised Section 1.1 as follows:

- 1.1 The contract amount shall not exceed \$45,000.00 for the period of October 1, 2022 through September 30, 2023.

In addition, the Department of Health and Senior Services desires to amend the above-referenced contract in accordance with the following:

1. Delete Sections 2.2 and 2.3 and replace with revised Section 2.2 and 2.3 as follows:
 - 2.2 TOP is an evidence-based, comprehensive youth development strategy and teen pregnancy prevention program that combines curriculum-guided discussions and community service learning opportunities for at-risk youth. The Contractor has successfully implemented TOP through successful collaboration with school and/or community partners and technical assistance and training from Wyman.
 - 2.3 Wyman's Teen Outreach Program® (TOP®) has been implemented successfully with diverse communities and in both urban and rural environments. Wyman designed the program to meet the developmental needs of middle and high school teens in a variety of settings, including in school, after-school and community organizations, or in residential and institutional settings. Independent research reviews by federal agencies and organizations have recognized TOP for its evidence-base.
2. Delete Sections 3.1 through 3.4 and replace with revised Section 3.1 through 3.4 as follows:
 - 3.1 The Contractor shall designate one person as the Contract Coordinator who will serve as the point of contact for all contract related correspondence.
 - 3.2 The Contractor shall serve as a local TOP provider responsible for the coordination of local TOP Clubs, assuring that the TOP model is implemented with fidelity. A Top Club is a group of adolescents who have enrolled in a specific TOP program that meets consistently at the same time with the same group of adolescents and facilitator(s) over the 32 weeks (usually a school year).
 - 3.3 The Contractor shall conduct a minimum of twenty-five (25) weekly meetings with adolescents over at least 32 weeks school year, with the exception of the

original contract period which will be used for preparation, training, and recruitment of staff and adolescents in order to begin TOP clubs at the beginning of the school year.

- 3.3.1 Facilitators must adhere to the TOP curriculum; no modifications shall be allowed. The Contractor shall obtain the curriculum from the publisher for the TOP curriculum.
 - 3.3.2 Lessons must be implemented based on the length of time stated in the TOP curriculum, approximately one (1) hour in length.
 - 3.3.3 The curriculum must be presented with high quality facilitation as outlined in training and in program materials.
 - 3.3.4 At least twenty five (25) hours of community service learning for adolescents in each TOP Club must be offered annually, with at least seventy five percent (75%) of youth completing the program meeting the twenty (20) hour requirement.
 - 3.3.5 The same certified TOP facilitators shall be assigned to the TOP Club throughout the thirty two (32) weeks duration of the program.
 - 3.4 The Contractor shall present TOP curriculum to a developmentally appropriate audience.
3. Delete Section 3.12 and replace with revised Section 3.12 as follows:
 - 3.12 The Contractor shall submit monthly activity reports along with monthly invoices to the Department. Each monthly activity report shall describe: 1) major activities and accomplishments; 2) challenges encountered; 3) activities planned for the next month; 4) community capacity building activities; 5) youth advisory activities and 6) other pertinent information
 4. Delete Section 3.14.2 and replace with revised Section 3.14.2 as follows:
 - 3.14.2 The Contractor may add youth advisors to existing councils or boards, or as a consultant to the agency (e.g., school health advisory councils, school wellness council, advisory boards).
 5. Delete Attachment B and replace with revised Attachment B, which is attached hereto and is incorporated by reference as if fully set forth herein.
 6. Delete Attachment D and replace with revised Attachment D, which is attached hereto and is incorporated by reference as if fully set forth herein.
 7. Delete Attachment G and replace with revised Attachment G, which is attached hereto and is incorporated by reference as if fully set forth herein.

8. Delete Attachment F and replace with revised Attachment F, which is attached hereto and is incorporated by reference as if fully set forth herein.

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

SUBRECIPIENT SPECIAL CONDITIONS

1. The Department of Health and Senior Services has determined that this contract is subrecipient in nature as defined in the 2 CFR § 200.331. To the extent that this contract involves the use, in whole or in part, of federal funds, the Contractor shall comply with the following special conditions.
 - 1.1 The Contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the Contractor through this contract. The Contractor shall ensure compliance with U.S. statutory and public policy requirements, including but not limited to, those protecting public welfare, the environment, and prohibiting discrimination. See the Federal Agency's Notice of Grant Award at <https://health.mo.gov/information/contractorresources/> for the terms and conditions of the federal award(s) governing this contract. Refer to the Contract Funding Source(s) report enclosed with the contract for a listing of the applicable federal award numbers.
 - 1.2 In performing its responsibilities under this contract, the Contractor shall fully comply with the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200, as applicable, including any subsequent amendments.
 - 1.3 The Contractor shall send audit reports, other than their Single Audit Report, to the Department of Health and Senior Services, Division of Administration, P.O. Box 570, Jefferson City, MO 65102 each contract year. If a Single Audit is required, the Contractor must submit the Single Audit Report according to 2 CFR § 200.512. The Contractor shall return to the Department any funds disallowed in an audit of this contract.
 - 1.4 The Contractor shall comply with the public policy requirements as specified in the Department of Health and Human Services (HHS) Grants Policy Statement which is incorporated herein as if fully set forth.
<http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>
 - 1.5 The Contractor shall be responsible for any disallowances, questioned costs, or other items, including interest, not allowed under the federal award or this contract. The Contractor shall return to the Department any funds disallowed within ninety days of notification by the Department to return such funds.
 - 1.6 The Contractor shall notify the Department in writing within 30 days after a change occurs in its primary personnel involved in managing this contract.

SUBRECIPIENT SPECIAL CONDITIONS

- 1.7 The Contractor shall notify the Department in writing of any violation of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal monies under this contract. Failure by the Contractor to disclose such violations may result in the Department taking action as described in 2 CFR § 200.339 Remedies for Noncompliance.
- 1.8 The Contractor shall comply with Trafficking Victims Protection Act of 2000 (22 U.S.C. Chapter 78), as amended. This law applies to any private entity. A private entity includes any entity other than a State, local government, Indian tribe, or foreign public entity, as defined in 2 CFR § 175.25. The subrecipient and subrecipients' employees may not:
 - 1.8.1 Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - 1.8.2 Procure a commercial sex act during the period of time that the award is in effect; or
 - 1.8.3 Use forced labor in the performance of the award or subawards under the award.
 - 1.8.4 The Contractor must include the requirements of this paragraph in any subaward made to a private entity.
- 1.9 The Contractor shall comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations, as applicable.
- 1.10 A Contractor that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), as amended by the Resource Conservation and Recovery Act (P.L. 94-580). The requirements of Section 6002 relate solely to procuring items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247.
- 1.11 The Contractor shall provide its Unique Entity Identifier (UEI) number to the Department. If the Contractor is an exempt individual as per 2 CFR § 25.110(b), the Contractor shall notify the Department of its exemption. Pursuant to 2 CFR Part 25, no entity may receive a subaward unless the entity has provided its UEI number. The Department shall withhold the award of this contract until the Contractor submits the UEI number to the Department and the Department has verified the UEI number.

SUBRECIPIENT SPECIAL CONDITIONS

1.12 Equipment

- 1.12.1 Title to equipment purchased by the Contractor for the purposes of fulfilling contract services vests in the Contractor upon acquisition, subject to the conditions that apply as set forth in 2 CFR § 200.313. The Contractor must obtain written approval from the Department prior to purchasing equipment with a cost greater than \$1,000. The repair and maintenance of purchased equipment will be the responsibility of the Contractor. Upon satisfactory completion of the contract, if the current fair market value (FMV) of the equipment purchased by the Contractor is less than \$5,000, the Contractor has no further obligation to the Department. The Contractor may sell or retain items it purchased with a current FMV greater than \$5,000, but the Contractor may be required to reimburse the Department for costs up to the current value of the equipment.
- 1.12.2 Equipment purchased by the Department and placed in the custody of the Contractor shall remain the property of the Department. The Contractor must ensure these items are safeguarded and maintained appropriately, and return such equipment to the Department at the end of the program.

PROGRAM SUMMARY

A Program Summary for the evidence-based teen pregnancy prevention program offered should be submitted using this form.

The offeror should list each time the entire multi-session evidence-based teen pregnancy prevention program is proposed to be conducted during the first contract renewal period. For each entire multi-session evidence-based teen pregnancy prevention program, identify the facilitator, county/community, address/location, target population, and the proposed number of adolescents to be served.

| Funding | Proposed Dates/ Timeframe | Facilitator | County/ Community Where Program is Implemented | Address/Location | Target Population (age, grade, race/ethnicity, designate specific age range, e.g. 12-14, 15- 17, etc.) | Proposed Number of Adolescents Served |
|----------------|--------------------------------------|-------------------------|---|---|---|--|
| MCH | September 2022 - May 2023 | Monica/Youth Advisor | Columbia (Boone County) | Jefferson Middle School | 12-14 | 15 |
| MCH | September 2022 - May 2023 | Monica/Youth Advisor | Columbia (Boone County) | Oakland Middle School/Lange Middle School (TBD) | 12-14 | 15 |
| MCH | September 2022 - May 2023 | Sarah/Youth Advisor | Columbia (Boone County) | Battle High School | 15-17 | 15 |
| MCH | September 2022 - May 2023 | Sarah/Youth Advisor | Columbia (Boone County) | Rock Bridge High School | 15-17 | 15 |
| MCH | September 2022 - May 2023 | Monica/Youth Advisor | Columbia (Boone County) | Douglass High School | 15-17 | 15 |
| Totals | | | | | | 75 |



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
Subrecipient Annual Financial Report

| | | | | |
|--|--|--------------------------------------|--|---|
| 1. Contractor Name and Complete Address | | | | |
| 2. Contract Number | | 3. Contract Period (MM/DD/YY) | | 4. Contractor Identifying Number (optional) |
| | | From: | To: | |
| 5. UEI Number | | 6. EIN | 7. Report Type | |
| | | | <input type="checkbox"/> Annual <input type="checkbox"/> Final | |
| 8. Transactions | | | | |
| Contract Expenditures: | | | | |
| 8a. Total contract funds authorized: | | | | |
| 8b. Total expenditures: | | | | |
| 8c. Unspent balance of contract funds (line a minus b): | | | | \$0.00 |
| Match Requirements (if required by the contract): | | | | |
| 8d. Total match required: | | | | |
| 8e. Total match expenditures: | | | | |
| 8f. Remaining match to be provided (line d minus e): | | | | \$0.00 |
| 9. Remarks: Attach any explanations deemed necessary. | | | | |
| 10. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). | | | | |
| 11a. Typed or Printed Name and Title of Authorized Certifying Official of the Contractor | | 11b. Telephone (Including Area Code) | | 11c. Email Address |
| | | | | |
| 11d. Signature of Authorized Certifying Official of the Contractor | | | | 11e. Date Report Submitted (MM/DD/YY) |
| | | | | |

BUDGET

| Budget Categories: | Justification: | Funding Requested: |
|--|---|---------------------------|
| Personnel Costs (hourly wage, salaries, and fringe benefits) | (List personnel; Specify actual hours or percentage spend on evidence-based teen pregnancy prevention program for each position) <ul style="list-style-type: none"> - Two TOP Facilitators (Health Educators) - 15 hours - Two TOP Facilitators (Youth Advisors) - 16 hours - TOP coordinator time provided in-kind | |
| | Total Personnel Costs | \$38,102 |
| Travel Expenses (mileage, transportation, lodging, meals) | (Include travel costs to contractor conference, meal, mileage, hotel costs for travel; any student transportation costs, etc.) <ul style="list-style-type: none"> - Van rentals for service projects and club events - Mileage reimbursement for facilitators - Travel, lodging and meals for training trips for facilitators | |
| | Total Travel Costs | \$1,000 |
| Education Program Costs (curriculum materials, registration/ training fees, background checks, supplies, etc.) | (Include supplies/food for meetings, educational materials, and other costs for club) <ul style="list-style-type: none"> - Club supplies (CSL materials, markers, etc) - Lesson materials - Weekly snacks - Service event costs - shirts/sweatshirts, bracelets, water bottles - End of the year recognition event | |
| | Total Education Program Costs | \$2,935 |
| Other Subcontractor Costs (Facilitators to implement programs, etc.) | | \$0 |
| Subtotal of all Budget Categories Above/Direct Costs | | \$42,037 |
| Administrative Costs | (Not to exceed 10% of the direct contract costs <u>billed</u> .) | \$2,963 |
| Total Budget | | \$45,000 |



CONTRACT FUNDING SOURCE(S)

The Contract Funding Source(s) identifies the total amount of funding and federal funding source(s) expected to be used over the life of this contract. The CFDA number is the pass-through identification number for your Schedule of Expenditures of Federal Awards (SEFA), if one is required. You may reconcile your financial records to actual payment documents by going to the vendor services portal at <https://www.vendorservices.mo.gov/>. If the funding information is not available at the time the contract is issued, the Contractor will be notified in writing by the Department. Please retain this information with your official contract files for future reference.

| | | | | | |
|-------------------|-------|------------------|--------|----------------------|-------------|
| Tracking # | 50894 | State: 0% | \$0.00 | Federal: 100% | \$90,000.00 |
|-------------------|-------|------------------|--------|----------------------|-------------|

Contract Title: TEEN OUTREACH PROGRAM (TOP)

Contract Start: 10/1/2021 **Contract End:** 9/30/2023 **Amend#:** 01 **Contract #:** DH220050894

Vendor Name: CITY OF COLUMBIA

| | | | |
|---------------------------------|--|----------------------------|-------------|
| CFDA: 93.994 | Research and Development: N | | |
| CFDA Name: | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES | | |
| Federal Agency: | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION | | |
| Federal Award: | 1B04MC45226-01, 6B04MC45226-01 | | |
| Federal Award Name: | MATERNAL AND CHILD HEALTH SERVICES | | |
| Federal Award Year: 2022 | DHSS #: 22MCH | Federal Obligation: | \$45,000.00 |

| | | | |
|---------------------------------|--|----------------------------|-------------|
| CFDA: 93.994 | Research and Development: N | | |
| CFDA Name: | MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT TO THE STATES | | |
| Federal Agency: | DEPARTMENT OF HEALTH AND HUMAN SERVICES / HEALTH RESOURCES AND SERVICES ADMINISTRATION | | |
| Federal Award: | * | | |
| Federal Award Name: | * | | |
| Federal Award Year: 2023 | DHSS #: *23MCH | Federal Obligation: | \$45,000.00 |

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

Project Description:

To implement the Teen Outreach Program (TOP) evidence-based teen pregnancy prevention program.