



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH

DATE: September 24th, 2020

RE: *Approval of extension of the Service Agreement between Southern Nevada Health District and PACT Coalition (Prevention, Advocacy, Choices, Teamwork), Year 2 Funding.*

PETITION #14-21

That the Southern Nevada District Board of Health *approve the Interlocal Service Agreement between the Southern Nevada Health District and PACT Coalition, who provides training and resources to prevent substance misuse and promote recovery through education, stigma reduction, support, and outreach.*

PETITIONERS:

Fermin Leguen, MD, MPH, Acting Chief Health Officer *FL*
Michael Johnson, PhD, Director of Community Health *MJ*
Marlo Tonge, Communicable Disease Manager *MT*

DISCUSSION:

This is an agreement to support and collaborate with PACT Coalition, known as a subject matter expert in substance misuse prevention, who will assist The Southern Nevada Health District in capacity building for prevention and response efforts, expand an evaluation tool known as SBIRT (substance use, brief intervention, and referral to treatment) to clinicians and client facing staff within SNHD and other interested community providers, and empower individuals to make safer choices by expanding overdose prevention and response services for friends and family, enhance community peer recovery support, and address naloxone stigma through media campaigns.

FUNDING:

This agreement will provide funding to PACT Coalition in the amount of \$479,000. This is direct funding from federal grant dollars, CDC ODTA 1 NU17CE925002-01-00, with the scope of work to be completed between September 1, 2020-August 31, 2021.



**AMENDMENT A04 TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
SOUTHERN NEVADA HEALTH DISTRICT
AND
PACT COALITION FOR SAFE AND DRUG-FREE COMMUNITIES
C2000069**

THIS AMENDMENT A04 IS MADE IN REFERENCE TO Professional Services Agreement (“Agreement”), Effective October 1, 2019, and as amended on October 1, 2019, July 1, 2020, and August 12, 2020, by and between the Southern Nevada Health District (“Health District”) and PACT Coalition for Safe and Drug-Free Communities (“Contractor”) (individually “Party” and collectively “Parties”).

WHEREAS, the Parties mutually desire to extend the term of the Agreement, and to add funds and amend the Scope of Work of the Agreement.

NOW THEREFORE, pursuant to Subsection 1.05 of the Agreement, the Parties mutually agree to amend the Agreement as follows:

- 1) The fourth paragraph on the first page of the Agreement is hereby deleted in its entirety and replaced with the following:

WHEREAS, Health District desires to obtain professional services in support of a federal grant received from the Centers for Disease Control and Prevention (“CDC”), which is an operating division of the U.S. Department of Health and Human Services (“HHS”), Federal Award Identification Number NU17CE925002, CFDA Number 93.136 – Injury Prevention and Control Research and State Community Based Programs, program entitled Southern Nevada Health District Overdose Data to Action (SNHD-ODTA) Project, awarded August 12, 2019, and as amended on November 13, 2019, February 12, 2020, and June 29, 2020; and awarded July 29, 2020, with a total amount awarded to Health District of \$5,469,784 (the “Grant”); and

- 2) Section 1, Term, Termination, and Amendment, is hereby deleted in its entirety and replaced with the following:

1. TERM, TERMINATION, AND AMENDMENT. This Agreement shall be effective from October 1, 2019 through August 31, 2021, unless sooner terminated by either Party as set forth in this Agreement. This Agreement may be extended by two (2) additional one-year periods upon mutual written agreement by the Parties.

- 3) Section 2, Incorporated Documents, is hereby deleted in its entirety and replaced with the following:

2. INCORPORATED DOCUMENTS. The Services to be performed and to be provided and the consideration therefore are specifically described in the below referenced documents

which are attached hereto and expressly incorporated by reference herein:

ATTACHMENT A-A04: SCOPE OF WORK

ATTACHMENT B-A04: PAYMENT

ATTACHMENT C: ADDITIONAL GRANT INFORMATION AND REQUIREMENTS

- 4) Section 3, Compensation, is increased by \$479,000, from \$450,000 to \$929,000. Section 3 of the Agreement is hereby deleted in its entirety and replaced with the following:
 3. COMPENSATION. Contractor shall complete the Services in a professional and timely manner consistent with the Scope of Work outlined in Attachment A. Contractor will be reimbursed for expenses incurred as provided in Attachment B: Payment. The total not-to-exceed amount of this Agreement is \$929,000, all of which is funded by the Grant described on the first page of this Agreement; this accounts for 100% of the total funding for the term of the Agreement.
- 5) Attachment A-A03, Scope of Work, is hereby deleted in its entirety and replaced with Attachment A-A04, which is attached hereto and expressly incorporated by reference herein.
- 6) Attachment B-A03, Payment, is hereby deleted in its entirety and replaced with Attachment B-A04, which is attached hereto and incorporated by reference herein.

This Amendment A04 is effective as of September 1, 2020.

Except as expressly provided in this Amendment A04, all the terms and provisions of the Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties.

[SIGNATURE PAGE TO FOLLOW]

BY SIGNING BELOW, the Parties hereto have approved and executed this Amendment A04 to Agreement C2000069.

SOUTHERN NEVADA HEALTH DISTRICT

**PACT COALITION FOR SAFE AND
DRUG-FREE COMMUNITIES**

By: _____
Fermin Leguen, MD, MPH
Acting Chief Health Officer
Health District DUNS: 137055492

By: _____
Jamie Ross
Executive Director
Contractor DUNS: 965834604

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Heather Anderson-Fintak, Esq.
Associate General Counsel
Southern Nevada Health District

By: _____

DRAFT

**ATTACHMENT A-A03
SCOPE OF WORK**

A. **Performance Period September 1, 2020 – August 31, 2021**, Description of Services, Scope of Work and Deliverables (Tables 1 through 4 below within this Section A.)

Objective	Activities	Outputs	Due Date	Evaluation
1. Capacity Building for prevention and response efforts				
1.1 Integration of programs at the local level to share and expand dissemination of lessons learned, new and emerging trends, and connect agencies and community partners.	1.1.1 Facilitate/Co-facilitate with the Southern Nevada Health District, the Southern Nevada Opioid Advisory Council quarterly meetings	Quarterly collaboration meetings Sign in sheets Agenda	Quarterly reports Due dates: December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021	Copy of agenda Copy of sign in sheets

Objective	Activities	Outputs	Due Date	Evaluation
2. Expansion of Substance Use, Brief Intervention, and Referral to Treatment				
2.1 Expand ability for clinicians to identify and refer people with substance use disorder by providing “Screening, Brief Intervention and Referral to Treatment” trainings	2.1.1 Provide Training to Health District staff and clinicians, not trained during Year 1	# of trainings held # of staff attended		Copy of sign in sheets
	2.1.2 Expand training to other interested community partners (e.g. treatment agencies,	Hold at least 2 trainings for community	Updates for quarterly reports Due dates: December 15, 2020 March 15, 2021	# community trainings provided with sign-in sheets

Objective	Activities	Outputs	Due Date	Evaluation
2. Expansion of Substance Use, Brief Intervention, and Referral to Treatment				
	families/friends, providers, etc.)		June 15, 2021 September 15, 2021	
	2.1.3 Conduct Post Survey follow up for implementation	Survey distribution	September 15, 2021	Aggregate data of survey findings # of surveys collected
	2.1.4 Create a Substance use, Brief Intervention, and Referral to Treatment ("SBIRT") Implementation Policy Tool Kit	Copy of the policy toolkit	Updates for quarterly reports Due dates: December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021	# of locations implemented

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
3.1 Expand overdose prevention and response services for friends and family of those with substance use disorders	3.1.1 Identify additional Community Reinforcement Approach and Family Training ("CRAFT") training needs to providers at community agencies	Develop assessment tool or process, to be used at least bi-annually to identify agencies with need for CRAFT training Create procedure for	March 15, 2021	# list and agencies with need for training
	3.1.2 Provide CRAFT training for community providers (to include SNHD staff and treatment agencies)	Minimum of two trainings within the funded period	September 15, 2021	# of trainings provided with sign in sheets

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
	3.1.3 Distribute evaluation survey to providers trained for CRAFT in community through a 3-month post-training survey created in Year 1.	Survey outcomes	September 15, 2021	Number of surveys distributed Aggregate report of survey outcomes
	3.1.4 Promote/expand prevention programming within treatment agencies (e.g. Life Skills Programming)	Provide identified training to treatment or other agencies identified through gaps assessment in Program Year #1 Post Training follow up survey to gauge implementation, barriers, successes, etc.	Updates for quarterly reports Due dates: December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021	Number of trainings conducted Number of surveys received Summary of implementation outcomes – barriers and successes Sign in sheets for agency trainings
	3.1.5 Provide evidence-based parenting programming training to community agencies	Assess need for training with community providers Contract with training agency Deliver 4 trainings in the community	Updates for quarterly reports Due dates: December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021	Number of agencies identified for training need Number of trainings provided Number of executed contracts Copy of sign in sheets

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
		Evaluation for implementation		
	3.1.6 Provide Mental Health First Aid with opioid/ substance use extension module to promote integration	Identify community providers and key stakeholders to deliver training Conduct a minimum of 2 trainings within the funded period Conduct MHFA evaluation (or develop follow up post training survey)	Updates for quarterly reports Due dates: March 15, 2021 June 15, 2021 September 15, 2021	Number of community partners and key stakeholders identified Number of trainings provided Copy of sign in sheets Post survey aggregate data
Enhance community peer recovery support	3.1.7 Continue to Monitor peer support services (with consultation/support from SNHD)	tracking reports used to capture peer efforts	Updates for quarterly reports Due dates: March 15, 2021 June 15, 2021 September 15, 2021	Number of referrals received Number of referral successes
	3.1.8 Expand peer engagement to include video visits with those incarcerated in CCDG to establish connections prior to release	Created procedure/process for peer recovery specialists to meet clients virtually	Policy created by March 15, 2021	Number of visits (virtual or in person) conducted at the local detention center

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
		Process to track this outcome		

Objective	Activities	Outputs	Due Date	Evaluation
4. Prevention: Empowering Individuals to Make Safer Choices				
4.1 Address naloxone stigma and/or overdose prevention through media campaigns	4.1.1 Continue to work with the selected contractor for the approved media campaign	Campaign media reports on reach	Updates for quarterly reports Due dates: December 15, 2020 March 15, 2021 June 15, 2021 September 15, 2021	Number of people reached Number and list of platforms used
	4.1.2 Evaluate media reports for consideration of adjustments to expand reach.	Contractor reports Meetings with Health District and/or contractors to adjust platforms based on report finding, as needed.	Ongoing through the reporting period and as needed.	Number of reports created Number of meetings held to address expansion of reach.

B. Performance Period October 1, 2019 – December 31, 2020, Description of Services, Scope of Work and Deliverables (Tables 1 through 5 below within this Section B)

B.1 All activities within this Scope of Work are to be completed by August 31, 2020, with the exception of the completion of activities relating to Objective 3.1 in Table 3 below.

B.2 Activities relating to Objective 3.1 in Table 3 below are to be completed by December 31, 2020.

Objective	Activities	Outputs	Due Date	Evaluation
1. Prevention: Providers and Health Support Systems				
1.1 Expand ability for clinicians to identify and refer people with substance use disorder by providing Screening, Brief Intervention and Referral to Treatment (“SBIRT”) trainings	1.1.1 Identify and contract with trainer	Proof of executed contract	Finalize contract by February 28, 2020	Copy of online questionnaire
	1.1.2 Provide training to Health District clinicians, providers, and HROD team	Hold at least two (2) trainings for Health District staff	Ongoing through August 31, 2020	# of Health District trainings provided with sign-in sheets
	1.1.3 Expand training to other interested community partners (e.g. treatment agencies, families/friends, providers, etc.)	Hold at least 2 trainings for community	Ongoing through August 31, 2020	# community trainings provided with sign-in sheets

Objective	Activities	Outputs	Due Date	Evaluation
2. Prevention: Empowering Individuals to Make Safer Choices				
2.1 Expand overdose prevention and response services for friends and family of	2.1.1 Assess need for additional Community Reinforcement Approach and Family Training (“CRAFT”) trained providers at community agencies	Findings of needs assessment (e.g. survey results or other output)	February 28, 2020	# agencies with need for training Summary of assessment outcomes

Objective	Activities	Outputs	Due Date	Evaluation
2. Prevention: Empowering Individuals to Make Safer Choices				
those with substance use disorders	2.1.2 Contract with CRAFT provider	Proof of executed contract	May 31, 2020	# contracts executed
	2.1.3 Provide CRAFT training for community (to include Health District staff and treatment agencies)	Hold at least 1 training	August 31, 2020	# of trainings provided with sign in sheets
	2.1.4 Develop plan to evaluate use of CRAFT in community through a 3-month post-training survey. Plan should include measurement of: # families linked, success stories)	Proof of survey development	August 31, 2020	# surveys created

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
3.1 Address naloxone stigma and/or overdose prevention through media campaigns	3.1.1 Work with Health District to choose approved messaging plan (i.e. RxAware, Rescue Social Change and/or newly developed naloxone stigma)	Proof of commitment to use CDC-approved messaging	May 31, 2020	Proof of commitment to use CDC-approved messaging

Objective	Activities	Outputs	Due Date	Evaluation
3. Prevention: Empowering Individuals to Make Safer Choices				
	3.1.2 Contract with media company through Request for Proposal process	Proof of executed contract	February 28, 2020	# contracts executed
	3.1.3 If applicable, develop content of new campaigns (must be approved by CDC)	Copy of new campaign	May 31, 2020	# campaigns created
	3.1.4 Develop targeting strategy with consultation from Health District	Copy of targeting strategy and populations reached	May 31, 2020	# targeted strategies
	3.1.5 Execute media campaigns across multiple platforms and track reach	Copy of final product	Complete by December 31, 2020	# people reached (if available in Q4) # and list of platforms used

Objective	Activities	Outputs	Due Date	Evaluation
4. Prevention: Empowering Individuals to Make Safer Choices				
4.1 Promote/expand prevention programming within treatment agencies (e.g. Positive Action Programming)	4.1.1 Assess need for additional PA-trained providers at community agencies	Findings of needs assessment (e.g. survey results or other output)	February 28, 2020	# agencies with need for training Summary of assessment outcomes
	4.1.2 Contract with training provider (e.g. Bridge Counseling)	Proof of executed contract	May 31, 2020	# contracts executed

Objective	Activities	Outputs	Due Date	Evaluation
4. Prevention: Empowering Individuals to Make Safer Choices				
	4.1.3 Provide PA training for treatment agencies	Hold at least 1 training	August 31, 2020	# of trainings provided with sign in sheets
	4.1.4 Evaluate PA use in community	Copy of evaluation plan	August 31, 2020	# sessions held among new trainers # adults served # youth served Summary of how PA program has been expanded
4.2 Promote/expand parenting programming within treatment agencies (e.g. Positive Parenting Program ("Triple P"))	4.2.1 Assess need for additional Triple P trainings at community agencies	Findings of needs assessment (e.g. survey results or other output)	February 28, 2020	# agencies with need for training Summary of assessment outcomes
	4.2.2 Contract with training provider (e.g. Clark County Department of Family Services)	Proof of executed contract	May 31, 2020	# contracts executed
	4.2.3 Provide Triple P training for treatment agencies	Hold at least 1 training	August 31, 2020	# of trainings provided with sign in sheets
	4.2.4 Evaluate Triple P use in community	Copy of evaluation plan	August 31, 2020	# sessions held among new trainers # adults served # youth served

Objective	Activities	Outputs	Due Date	Evaluation
4. Prevention: Empowering Individuals to Make Safer Choices				
				Summary of how Triple P program has been expanded

Objective	Activities	Outputs	Due Date	Evaluation
5. Prevention: Linkages to Care				
5.1 Enhance community peer recovery support	5.1.1. Develop peer support plan in consultation with SNHD	Copy of peer support plan to include # peers needed, scheduling, and locations served	February 28, 2020	# peers needed Work schedule for peers
	5.1.2. Contract with peer provider for execution between March-August 2020	Proof of executed contract	February 28, 2020	# contracts executed
	5.1.3. Monitor peer support services (with consultation/support from SNHD)	Description of tracking mechanism used to capture peer efforts	Ongoing through reporting period through August 31, 2020	# referrals received # referral successes

**ATTACHMENT B-A04
PAYMENT**

- A. Payments to Contractor for Budget Period September 1, 2020 through August 31, 2021 are not-to-exceed **\$479,000**. Categorized Not-To-Exceed amounts eligible for reimbursement to Contractor for work actually performed and billed are detailed below:

Not-to-exceed details of Direct Costs for Budget Period September 1, 2020 through August 31, 2021			
Category: PERSONNEL	FTE	Annual Salary (for reference only)	Amount not-to-exceed
Executive Director	0.10	\$90,000	\$9,000
Deputy Director	0.15	\$60,000	\$9,000
Grant Manager	0.20	\$50,000	\$10,000
Training Manager	0.15	\$50,000	\$7,500
Project Coordinator	0.20	\$40,000	\$8,000
Administrative Assistant	0.12	\$28,000	\$4,560
Total Salaries:			\$48,060
Fringe	0.25		\$11,871
Total Fringe:			\$11,871
Total Salary and Fringe:			\$59,931
Category: TRAVEL	# of trips/miles	Cost per trip/mile	Amount not-to-exceed
Local Mileage to attend meetings, monitor programs, attend events and other activities related to the Scope of Work of this Agreement	1800	\$0.58	\$1,035
Out of State Travel for attendance of conferences and summits relating to the Scope of Work of this Agreement			\$6,000
Total Travel:			\$7,035
Travel for one staff member to a conference related to grant deliverables; examples include Atlanta Rx Summit and Stimulant Summit. Mileage is to be applied to allow Contractor to attend meetings, monitor programs, attend events, and other grant-related activities.			
Category: SUPPLIES		For indirect calculation, amount not-to-exceed (for information only)	Amount not-to-exceed
Consumables & Office Supplies for program requirements such as general consumables including paper, ink, sanitary supplies, general office supplies, binders, dividers, pens, notbooks			\$3,029
Computer & Software Purchase			\$1,008
Educational Materials—posters, pamphlets, learning tools			\$698
Office desk, chair, cabinet			\$1,647
Mental Health First Aid booklets and classroom learning tools			\$500
Total Supplies:			\$7,381

Not-to-exceed details of Direct Costs for Budget Period September 1, 2020 through August 31, 2021			
Category: OTHER	QTY	Cost per unit	Amount not-to-exceed
Mobile Phone			\$707
Total Other			\$707
Category: CONTRACTUAL		Not-to-exceed amount eligible for indirect calculation (for information only)	Amount not-to-exceed
Foundation for Recover – CRAFT & Peer Navigators		\$25,000	\$200,000
Dr. Elizabeth Fildes – SBIRT Trainings		\$25,000	\$30,000
Ad Campaign		\$25,000	\$49,940
Clark County Social Services-Parenting Project		\$25,000	\$30,000
Bridge Counseling – Lifeskills at Treatment Agency		\$25,000	\$30,000
PACT Contractor-Project Coordinator, Jacqueline Copper		\$25,000	\$25,000
PACT Controller		\$15,000	\$15,000
Total Contractual		\$165,000	\$379,940
Contracts Justification: To increase peer navigation services available to people who are vulnerable to overdose or who recently overdosed. Peer navigators may work with Health District's Harm Reduction/Overdose Team to improve linkage to treatment outcomes, in emergency departments to assist people who recently overdosed, or in other community capacities.			
Total Direct Costs			\$454,994
Not-to-exceed details of Indirect Costs for Budget Period September 1, 2020 through August 31, 2021			
Category-INDIRECT	Percentage	Total Not-to-Exceed Amount of Direct Costs Eligible for application of Indirect Cost percentage	Amount not-to-exceed
Admin Costs (not applicable to any Contractual amount exceeding \$25,000)	10%	\$240,564	\$24,005
Total Indirect:			\$24,005
NOT-TO-EXCEED BUDGET TOTAL FOR BUDGET PERIOD SEPTEMBER 1, 2020 THROUGH AUGUST 31, 2021			\$479,000

- B. Payments to Contractor for Budget Period October 1, 2019 through December 31, 2020 are not-to-exceed **\$450,000**. Categorized Not-To-Exceed amounts eligible for reimbursement to Contractor for work actually performed and billed are detailed below:

NOT-TO-EXCEED DETAILS OF DIRECT COSTS FOR BUDGET PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2020			
Category: PERSONNEL	FTE	Annual Salary (for reference only)	Amount not-to-exceed
Executive Director	0.10	\$90,000	\$9,000
Deputy Director	0.15	\$65,000	\$9,750

NOT-TO-EXCEED DETAILS OF DIRECT COSTS FOR BUDGET PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2020			
Coalition Coordinator	0.25	\$40,000	\$10,000
Training Coordinator	0.25	\$50,000	\$12,500
Social Media Coordinator	0.05	\$22,000	\$1,100
Total Salaries:			\$42,350
Fringe	0.08		\$3,388
Total Fringe:			\$3,388
Total Salary and Fringe:			\$45,738
Category: TRAVEL	# of trips/miles	Cost per trip/mile	Amount not-to-exceed
Mileage	1000	\$0.58	\$580
Travel			\$2,191
Total Travel:			\$2,771
Travel for one staff member to a conference related to grant deliverables; examples include Atlanta Rx Summit and Stimulant Summit. Mileage is to be applied to allow Contractor to attend meetings, monitor programs, attend events, and other grant-related activities.			
Category: SUPPLIES		For indirect calculation, amount not-to-exceed (for information only)	Amount not-to-exceed
Computer, Software and IT Block hours Purchase		\$3,621	\$3,621
Office Furniture		\$473	\$500
Total Supplies:		\$4,094	\$4,121
Supplies Justification: Supplies for program requirements such as event materials, general office supplies, computer, software, and IT support.			
Category: CONTRACTUAL		For indirect calculation, amount not-to-exceed (for information only)	Amount not-to-exceed
Peer Navigators and Craft		\$25,000	\$120,000
SBIRT		\$25,000	\$30,000
Ad Campaign		\$25,000	\$170,830
Jacqueline Copper		\$17,000	\$17,000
Prevention with Treatment Agencies		\$25,000	\$30,000
CRAFT—Community Assessment		\$0	\$0
Controller		\$11,240	\$11,240
Total Contractual		\$128,240	\$379,070
Contracts Justification: To increase peer navigation services available to people who are vulnerable to overdose or who recently overdosed. Peer navigators may work with Health District's Harm Reduction/Overdose Team to improve linkage to treatment outcomes, in emergency departments to assist people who recently overdosed, or in other community capacities.			
Total Direct Costs			\$431,700
Not-to-exceed details of Indirect Costs for Budget Period October 1, 2019 through December 31, 2020			
Category-INDIRECT	Percentage	Total Not-to-Exceed Amount of Direct Costs	Amount not-to-exceed

NOT-TO-EXCEED DETAILS OF DIRECT COSTS FOR BUDGET PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2020			
		Eligible for application of Indirect Cost percentage	
Admin Costs (not applicable to any Contractual amount exceeding \$25,000)	10%	\$181,064	\$18,106
Total Indirect:			\$18,106
NOT-TO-EXCEED BUDGET TOTAL FOR BUDGET PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2020			\$450,000

B.1 Relating to Budget Period October 1, 2019 through December 31, 2020:

- (a) With the exception of Contractual item "Ad Campaign" detailed in this Section B, Contractor is required to complete activities relating to all other Categories detailed above by no later than August 31, 2020, and to submit a Request for Reimbursement for same no later than September 20, 2020.
- (b) Contractor is required to complete activities relating to Contractual item "Ad Campaign" detailed in this Section B by no later than December 31, 2020, and to submit a Request for Reimbursement for same no later than January 20, 2021.
- (c) A final Request for Reimbursement will be submitted by Contractor to Health District no later than January 20, 2021.

C. Contractor will obtain written authorization from Health District to redistribute funds within the above categories. Any such redistribution cannot alter the Not-to-Exceed Budget Total for the Budget Period. Redistributions between categories exceeding ten percent (10%) require formal written amendment of the Agreement.

D. Payments shall be based on approved Contractor invoices submitted in accordance with this Agreement. No payments will be made in excess of the not-to-exceed amount of this Agreement.

E. Expenses incurred by Contractor after the end date of each Budget Period will not be eligible for reimbursement from funds allocated to the respective Budget Period.

F. Contractor will not bill more frequently than monthly for the term of the Agreement. Each invoice will itemize specific costs incurred for each allowable item as agreed upon by the Parties as identified in the Agreement.

F.1 Backup documentation including but not limited to invoices, receipts, monthly reports, proof of payments or any other documentation requested by Health District is required and shall be maintained by the Contractor in accordance with cost principles applicable to this Agreement.

- (a) Contractor invoices shall be signed by the Contractor's official representative and shall include a statement certifying that the invoice is a true and accurate billing.
- (b) Contractor is aware that provision of any false, fictitious, or fraudulent

information and/or the omission of any material fact may subject it to criminal, civil, and/or administrative penalties.

- (c) Invoices are subject to approval by Health District project and fiscal staff.
- (d) Cost principles contained in Uniform Guidance 2 CFR Part 200, Subpart E, shall be used as criteria in the determination of allowable costs.

F.2 Health District will not be liable for interest charges on late payments.

F.3 In the event items on an invoice are disputed, payment on those items will be held until the dispute is resolved. Undisputed items will not be held with disputed items.

DRAFT