

**HEALTH AND HUMAN SERVICES COMMISSION  
CONTRACT NO. HHS000539700058  
AMENDMENT NO. 1**

THE HEALTH AND HUMAN SERVICES COMMISSION (“HHSC”) (“System Agency”) and VIABLE OPTIONS IN COMMUNITY ENDEAVORS, INC. (“Contractor”), who are collectively referred to herein as the "Parties," to that certain Youth Prevention Universal (“YPU”) Contract, effective September 1, 2019, and now denominated HHSC Contract No. HHS000539700058 (“Contract”), as amended, now desire to amend the Contract.

**WHEREAS**, the Parties desire to revise attachments to add additional funding to allow for successful completion of the Project; and.

**NOW, THEREFORE**, the Parties hereby amend and modify the Contract as follows:

1. This Amendment shall be effective April 1, 2020.
2. Attachment A, Statement of Work is amended as follows:
  - a. Amend to include the following additional language to **Section I. Service Area**:

**SERVICE AREA**

Service area refers to the schools, school district, and community sites within an identified county or counties within the proposed region.

- b. Amend to include the following additional language to **Section II. A. 11 (c) i. Positive Alternatives and Community-Based Processes (Percentage of Effort = 10%)**:

**Positive Alternatives** provide fun, challenging, and structured activities with supervision so people have constructive and healthy ways to enjoy free time and learn skills. These alcohol and drug-free activities are provided with the intent to help people, particularly young people, stay away from situations that encourage use of alcohol, tobacco or other drugs. Generally, there are only minimal costs associated with Positive Alternatives. This strategy is used to support other prevention activities under this contract and encourage healthy choices and lifestyles with youth, their families, and the community. Large-scale events (i.e. National Night Out, National Kick Butts Day, Prom Alternatives) may require expenses beyond traditional Positive Alternative events. Please see below for guidance on allowable costs for large-scale Positive Alternatives.

- 1) This strategy is documented using the System Agency-approved template. Any activities, including Positive Alternatives, that occur off-site or involve participant travel, require written consent from all participants and their parents/legal guardians.
- 2) Allowable costs for large-scale Positive Alternatives will be reasonable and must not exceed \$500 per event or \$10 per participant, whichever amount is less. Funds

exceeding this amount will require prior approval from the System Agency. Costs associated with any Positive Alternative may be disallowed by the System Agency.

- c. **Section II. C. Policy/Procedural Requirements** is amended to add the following language:

In addition to CMBHS, Grantee is required to submit data, reports, performance measures, and any other requested information into data systems designated by the System Agency.

- d. **Section II. F. 2. Guidance on Allowable Purchases** is deleted and amended to include the following language:

Food or snacks, purchased for participants in a Strengthening Families Program is allowable but must be reasonable. Food or snacks may be donated from outside stakeholders and/or businesses and is considered “match Food or snacks, for participants in a prevention activity occurring after school or outside the school setting for four (4) or more hours, may be purchased. Costs for the purchase of food or snacks will be reasonable.

- e. **Section II. G. Submission Schedule and Reporting Requirements** is amended to add the following language:

The duty to submit required documents will survive the termination or expiration of this Contract.

3. Attachment A-1, Statement of Work Supplemental (September 2019) is amended and restated with Attachment A-1, Statement of Work Supplemental- Revised (March 2020).
4. Attachment B, Budget (September 2019) is amended and restated with Attachment B, Budget- Revised (March 2020).
5. This amendment adds additional funding in the amount of \$225,000.00 per fiscal year, which increases each fiscal year total amount to \$425,000.00. The total contract value increases to \$2,231,250.00.
6. Except as amended and modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in full force and effect.
7. Any further revisions to the Contract shall be by written agreement of the Parties.

**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR SYSTEM AGENCY CONTRACT NO. HHS000539700058**

**HEALTH AND HUMAN SERVICES COMMISSION**

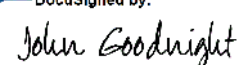
**VIABLE OPTIONS IN COMMUNITY  
ENDEAVORS, INC.**

DocuSigned by:  
  
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Sonja Gaines

Assoc. Commissioner IDD/BH

Date of execution: April 6, 2020

DocuSigned by:  
  
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Name: John Goodnight

Title: ~~Chief Executive Officer~~

Date of execution: April 2, 2020

**THE FOLLOWING ATTACHMENTS ARE INCORPORATED AS PART OF THE CONTRACT:**

ATTACHMENT A-1, STATEMENT OF WORK SUPPLEMENTAL (REVISED MARCH 2020)

ATTACHMENT B, BUDGET (REVISED MARCH 2020)

**ATTACHMENT A-1**  
**STATEMENT OF WORK SUPPLEMENTAL**

**A. CONTRACT INFORMATION**

Vendor ID:	75-2491685
Grantee Name:	Viable Options in Community Endeavors, Inc.
Contract Number:	HHS000539700058
Contract Type	Prevention
Payment Method:	Cost Reimbursement
DUNS Number:	83-457-2703
Federal Award Identification Number (FAIN)	B08TI010051-18
	Texas Health and Human Services Commission, Request for Applications for Substance Use and Misuse Prevention Services, RFA #HHS0000776, issued March 11, 2019.

**B. SERVICE AREA:**

Services or activities will be provided to participants and/or clients from the following counties:

Region (7): McLennan, Falls, Bosque, Hill, Freestone, Limestone, Hamilton, Coryell, Milam, Mills, Lampasas, Travis and Bell

**C. POPULATION SERVED:**

1. The primary population is all youth, Pre-Kindergarten to 12<sup>th</sup> grade, from the general population.
2. The secondary population may include:

- a. parents, grandparents, guardians, and siblings of youth participants, and
- b. community members in the funded service area.

**D. CURRICULUM:**

Too Good For Drugs

**E. RENEWALS:**

No renewal options available for this Contract.

**F. CONTACT INFORMATION**

Name:	Carol Marshall
Email:	Carol.Marshall3@hhsc.state.tx.us
Telephone:	(512) 206-5064
Address:	909 W 45 <sup>th</sup> Street, Bldg 552 (MC 2058)
City/Zip:	Austin TX 78751

**F. PERFORMANCE MEASURES**

1. Grantee's performance will be measured in part on the achievement of the following key performance measures.
2. Grantee shall report these performance measures monthly through CMBHS under the Measures component.
3. Each report is due by the 15<sup>th</sup> of the following month for the month being reported.  
*\*If the 15<sup>th</sup> falls on a weekend, the report is due the next business day following the 15<sup>th</sup>.*

Measure:	Sept-Nov	Dec-Feb	Mar-May	Jun-Aug	Annual Goal
Number of youth receiving prevention education (approved evidence-based curriculum)	745	745	426	213	2129
Number of adults receiving prevention education (for programs implementing approved evidence-based family-focused curriculum only)	0	0	0	0	0
Number of youth involved in Positive Alternatives	419	419	628	628	2093
Number of adults involved in Positive Alternatives	209	209	314	314	1046
Number of alcohol, tobacco, and other drugs (ATOD) Presentations	49	28	35	28	140
Number youth attending alcohol, tobacco, and other drugs (ATOD) Presentations	490	280	350	280	1400
Number adults attending alcohol, tobacco, and other drugs (ATOD) Presentations	245	140	175	140	700

Number of social media messages related to the Statewide Media Campaign (YPU, YPS, YPI)	12	12	12	12	48
Number of youth attending Community-Based Education and Mobilization Activities	419	419	628	628	2093
Number of adults attending Community-Based Education and Mobilization Activities	209	209	314	314	1046

## G. PERFORMANCE MEASURES DEFINITIONS AND GUIDANCE:

### 1. Number of youth receiving prevention education (approved evidence-based curriculum)

Prevention education is a two-way approach to teaching participants important social skills. These skills can include resisting pressure to use drugs, looking at the intent behind advertising, or developing other skills used in making healthy choices. Activities will be conducted using a System Agency-approved evidence-based curriculum (see Appendix B: HHSC-Approved Curriculum List by Grade Level and Program Type) proven to promote desired outcomes based on effective principles. These sessions follow a structured evidence-based curriculum, build on skills in a sequential manner and offer culturally and developmentally appropriate objectives for the approved target population.

#### Guidance:

*Report the number of new youth enrolled to receive prevention education services.*

Youth must be reported for the month they first attended a prevention education session.

Sessions must be appropriate and adequate in duration and intensity according to the age, gender, ethnicity and other needs of the approved target population.

Sessions must be implemented according to the state's approved implementation structure and as designed by the curriculum developer.

### 2. Number of adults receiving prevention education (for programs implementing approved evidence-based family-focused curriculum only)

Prevention education is a two-way approach to teaching participants important social skills. These skills can include resisting pressure to use drugs, looking at the intent behind advertising, or developing other skills used in making healthy choices. Activities will be conducted using a System Agency-approved evidence-based curriculum proven to promote desired outcomes based on effective principles. These sessions follow a structured evidence-based curriculum, build on skills in a sequential manner and offer culturally and developmentally appropriate objectives for the approved target population.

**Guidance:**

***Report the number of new adults enrolled to receive prevention education services in a family-focused program.***

Adults must be reported for the month they first attended a prevention education session. Sessions must be appropriate and adequate in duration and intensity according to the age, gender, ethnicity and other needs of the approved target population.

Sessions must be implemented according to the state's approved implementation structure and as designed by the curriculum developer.

**3. Number of youth involved in Positive Alternatives**

Positive Alternatives provide fun, challenging, and structured activities with supervision so people have constructive and healthy ways to enjoy free time and learn skills. These alcohol- and drug-free activities help people, particularly young people, to stay away from situations that encourage use of alcohol, tobacco or illegal drugs.

**Guidance:**

***Report the number of youth involved in each Positive Alternative conducted that month.***

Positive Alternatives were formerly known as Alternative Activities.

These activities must be free of substance use, but discussion of substances is not necessary. The activities themselves have been proven to positively impact substance use outcomes among participants.

Each activity must take place for at least 30 minutes with the same participants.

**4. Number of adults involved in Positive Alternatives**

Positive Alternatives provide fun, challenging, and structured activities with supervision so people have constructive and healthy ways to enjoy free time and learn skills. These alcohol- and drug-free activities help people, particularly young people, to stay away from situations that encourage use of alcohol, tobacco or illegal drugs.

**Guidance:**

***Report the number of adults involved in each Positive Alternative conducted that month.***

Positive Alternatives were formerly known as Alternative Activities.



These activities must be free of substance use, but discussion of substances is not necessary. The activities themselves have been proven to positively impact substance use outcomes among participants.

Each activity must take place for at least 30 minutes with the same participants.

**5. Number of alcohol, tobacco, and other drugs (ATOD) Presentations**

ATOD Presentations are conducted as standalone, age-appropriate activities that increase knowledge or create awareness of the state's four prevention priorities.

**Guidance:**

*Report the number of ATOD Presentations made that address one or more of the State's four prevention priorities.*

This measure captures the number of presentations, not the number of people in attendance at the presentations. For example, your program conducts four ATOD presentations in September. You would report four presentations for the month of September.

Each presentation must take place over at least 30 minutes with the same audience.

**6. Number youth attending alcohol, tobacco, and other drugs (ATOD) Presentations**

ATOD Presentations are conducted as standalone, age-appropriate activities that increase knowledge or create awareness of the state's four prevention priorities.

**Guidance:**

*Report the number of youth that attended ATOD Presentations.*

Each presentation must take place over at least 30 minutes with the same audience.

**7. Number adults attending alcohol, tobacco, and other drugs (ATOD) Presentations**

ATOD Presentations are conducted as standalone, age-appropriate activities that increase knowledge or create awareness of the state's four prevention priorities.

**Guidance:**

*Report the number of adults that attended ATOD Presentations.*

Each presentation must take place over at least 30 minutes with the same audience.



**8. Number of social media messages related to the Statewide Media Campaign**

Social Media Messages are a type of Media Awareness Activity conducted through social media sites such as Facebook and Instagram.

**Guidance:**

***Report the number of messages delivered through social media.***

Each message may only be counted once.

All messages counted toward this measure must focus on the state's four prevention priorities or consist of content provided through the statewide media campaign. Content, including graphics and texts, provided through the statewide media campaign must **not** be altered or used in any other form without prior System-Agency review and written approval.

**9. Number of youth attending Community-Based Education and Mobilization Activities**

Community-Based Education and Mobilization Activities educate and/or mobilize community stakeholders and enhance prevention efforts.

**Guidance:**

***Report the number of youth attending Community-Based Education and Mobilization Activities.***

Such activities may include, but are not limited to participation in:

- Community health fairs
- Parent-teacher nights
- School board meetings
- Other related community-based activities to enhance community connectedness and/or educate the community on prevention services

**10. Number of adults attending Community-Based Education and Mobilization Activities**

Community-Based Education and Mobilization Activities educate and/or mobilize community stakeholders and enhance prevention efforts.

**Guidance:**

***Report the number of adults attending Community-Based Education and Mobilization Activities.***

Such activities may include, but are not limited to participation in:

- Community health fairs
- Parent-teacher nights
- School board meetings
- Other related community-based activities to enhance community connectedness and/or educate the community on prevention services

**ATTACHMENT B  
BUDGET  
REVISED MARCH 2020**

- A. Funding from the United States Health and Humans Services (HHS) and the Substance Abuse and Mental Health Services Administration (SAMSHA)
- B. Grantee may access the Transactions List report in CMBHS to identify the amount of federal funds allocated to this award for each transaction.
- C. The Catalog of Federal Domestic Assistance (CFDA) number for the Substance Abuse Prevention and Treatment (SAPT) Block Grant is 93.959. The CFDA number is identified in the CMBHS Transactions List report.
- D. The Substance Abuse Prevention Treatment Block Grant, CFDA number 93.959 requires a five percent match requirement.
- E. Any unexpended balance associated with any other System Agency-funded contract may not be applied to this Contract.
- F. Funding
  - 1. System Agency Share total reimbursements will not exceed 2,125,000.00 for the period from September 1, 2019 through August 31, 2024, as follows:
    - a. Fiscal Year 2020, September 1, 2019 through August 31, 2020 - \$425,000.00
    - b. Fiscal Year 2021, September 1, 2020 through August 31, 2021 - \$425,000.00
    - c. Fiscal Year 2022, September 1, 2021 through August 31, 2022 - \$425,000.00
    - d. Fiscal Year 2023, September 1, 2022 through August 31, 2023 - \$425,000.00
    - e. Fiscal Year 2024, September 1, 2023 through August 31, 2024 - \$425,000.00
  - 2. For each Fiscal Year noted in Section F, (1) (a-e), Grantee shall provide a five percent (5%) match requirement of \$21,250.00.
  - 3. Total Contract Amounts, per fiscal year, is documented below:
    - a. Fiscal Year 2020, September 1, 2019 through August 31, 2020 - \$446,250.00
    - b. Fiscal Year 2021, September 1, 2020 through August 31, 2021 - \$446,250.00
    - c. Fiscal Year 2022, September 1, 2021 through August 31, 2022 - \$446,250.00
    - d. Fiscal Year 2023, September 1, 2022 through August 31, 2023 - \$446,250.00
    - e. Fiscal Year 2024, September 1, 2023 through August 31, 2024 - \$446,250.00
- G. Cost Reimbursement Budget

1. The Cost Reimbursement budget documents all approved and allowable expenditures; Grantee shall *only* utilize the funding detailed in Attachment B for approved and allowable costs. If Grantee requests to utilize funds for an expense not documented on the approved budget, Grantee shall notify, in writing, the System Agency assigned contract manager and request approval prior to utilizing the funds. System Agency shall provide written notification regarding if the requested expense is approved.
2. If needed, Grantee may revise the System Agency approved Cost Reimbursement budget. The requirements are as follows:
  - a. Grantee is allowed to transfer funds from the budgeted direct categories only; with the exception of the Equipment Category. Grantee may transfer up to ten (10) percent of the Fiscal Year Contract value without System Agency approval. Budget revisions exceeding the ten percent requirement require System Agency's written approval.
  - b. Grantee may request revisions to the approved Cost Reimbursement budgeted direct categories that exceed the ten (10) percent requirement stated in (G)(2)(a), by submitting a written request to the Assigned contract manager. This change is considered a minor administrative change, and does not require an amendment. The System Agency shall provide written notification if the budget revision is approved; and the assigned Contract Manager will update CMBHS, as needed.
  - c. Grantee may revise the Cost Reimbursement budget 'Equipment' and/or 'Indirect Cost' Categories, however a formal Amendment is required. Grantee shall submit to the assigned contract manager a written request to revise the budget, which includes a justification for the revisions. The assigned Contract Manager shall provide written notification stating if the requested revision is approved. If the revision is approved, the budget revision is *not* authorized and funds *cannot* be utilized until the Amendment is executed and signed by both parties.
3. The budgeted indirect cost amount is provisional and subject to change. The System Agency reserves the right to negotiate Grantee's indirect cost amount, which may require Grantee to provide additional supporting documentation to the assigned contract manager.

### Categorical Budget

**Contractor: VIABLE OPTIONS IN COMMUNITY ENDEAVORS**

PERSONNEL	\$183,135.00
FRINGE BENEFITS	\$45,289.00
TRAVEL	\$54,440.00
SUPPLIES	33,998.00
CONTRACTUAL	\$0.00
EQUIPMENT	\$0.00
OTHER	\$76,125.00
TOTAL DIRECT CHARGES	\$392,987.00
INDIRECT CHARGES	\$53,263.00
TOTAL CONTRACT VALUE	\$446,250.00
MATCH	\$21,250.00
SYSTEM AGENCY SHARE	\$425,000.00