

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

WHEREAS, Health and Human Services Commission solicited grant contracts for Prevention Grant Program services under Solicitation No. HHS0000776 on March 11, 2019.

WHEREAS, Health and Human Services Commission entered into Contract(s) with Grantee on September 1, 2019. These Contracts were numbered HHS000539700123.

WHEREAS, Health and Human Services Commission determined it is more efficient to consolidate all Contracts with Grantee into one Contract number. This consolidation will not change Contract term, amount, or any substantive requirements in the Statement of Work.

I. PURPOSE

The Health and Human Services Commission (“System Agency”), a pass-through entity, and Ysleta del Sur Pueblo (“Grantee”) (each a “Party” and collectively the “Parties”) enter into the following grant contract to provide funding for Prevention Grant Program services (the “Contract”).

II. LEGAL AUTHORITY

This Contract is authorized by and in compliance with the provisions of Texas Health and Safety Code, Chapter 12, and 1001; Texas Government Code Chapter 531; Section 1921 of Title XIX, Part B, Subpart II and III of the Public Health Services (PHS) Act, which established the Substance Abuse Prevention and Treatment Block Grant (SABG) Program; and 45 CFR §96.125.

III. DURATION

The Contract is effective on September 1, 2021 and terminates on August 31, 2024, unless extended or terminated pursuant to the terms and conditions of the Contract.

IV. BUDGET

- A. System Agency Share total reimbursements will not exceed \$614,763.00 for the period from September 1, 2021 through August 31, 2024. Fiscal year allocations are documented in **Attachment B, Fiscal Requirements**.
- B. Grantee is required to contribute a 5% match requirement, per fiscal year, in accordance with Attachment B. Grantee’s budgeted match requirement for the period from September 1, 2021 through August 31, 2024 is \$30,738.00.
- C. The total amount of this Contract including applicable match will not exceed \$645,501.00. Grantee’s Prevention Grant Program(s), fiscal year allocations are as follows:

- 1. Fiscal Year FY2022 Allocations are as follows:

HHSC Contract #HHS000539700223

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

Program ID	FY22 System Agency Share	FY22 Match Requirement	FY22 Total Contract Value
SA/YPS	\$204,921.00	\$10,246.00	\$215,167.00
SA/YPU	\$0.00	\$0.00	\$0.00
SA/YPI	\$0.00	\$0.00	\$0.00
SA/CCP	\$0.00	\$0.00	\$0.00
SA/CCP-COV	\$0.00	\$0.00	\$0.00
SA/PRC	\$0.00	\$0.00	\$0.00
Total	\$204,921.00	\$10,246.00	\$215,167.00

2. Fiscal Year FY2023 allocations are as follows:

Program ID	FY23 System Agency Share	FY23 Match Requirement	FY23 Total Contract Value
SA/YPS	\$204,921.00	\$10,246.00	\$215,167.00
SA/YPU	\$0.00	\$0.00	\$0.00
SA/YPI	\$0.00	\$0.00	\$0.00
SA/CCP	\$0.00	\$0.00	\$0.00
SA/CCP-COV	\$0.00	\$0.00	\$0.00
SA/PRC	\$0.00	\$0.00	\$0.00
Total	\$204,921.00	\$10,246.00	\$215,167.00

3. Fiscal Year FY2024 allocations are as follows:

Program ID	FY24 System Agency Share	FY24 Match Requirement	FY24 Total Contract Value
SA/YPS	\$204,921.00	\$10,246.00	\$215,167.00
SA/YPU	\$0.00	\$0.00	\$0.00
SA/YPI	\$0.00	\$0.00	\$0.00
SA/CCP	\$0.00	\$0.00	\$0.00
SA/CCP-COV	\$0.00	\$0.00	\$0.00
SA/PRC	\$0.00	\$0.00	\$0.00
Total	\$204,921.00	\$10,246.00	\$215,167.00

NOTE: A System Agency Share value of \$0 in the tables above signifies that either no funding is associated with the terms outlined in the Statement of Work, or that the Statement of Work is not currently applicable to this Contract.

- D. All expenditures under the Contract will be in accordance with **ATTACHMENT B, FISCAL REQUIREMENTS** and **ATTACHMENT B-1, APPROVED CATEGORICAL BUDGET.**

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

- E. If an Indirect Cost Rate Letter is required but it is not issued at the time of Contract execution, the Parties agree to amend the Contract to include the Indirect Cost Rate Letter as **ATTACHMENT J** and revise **ATTACHMENT B-1** once the Indirect Cost Rate Letter is issued.

If the System Agency, at its sole discretion, approves or acknowledges an updated indirect cost rate, the new rate, together with the revised ICR Acknowledgement Letter, ICR Acknowledgement Letter – Ten Percent De Minimis, or the ICR Agreement Letter, will be included in the revised **ATTACHMENT J** and amended **ATTACHMENT B-1**.

Indirect Cost Rate: 5%

V. REPORTING REQUIREMENTS

- A. Grantee shall submit all documents identified below, in accordance with **ATTACHMENT A, GENERAL STATEMENT OF WORK** and **ATTACHMENT C – DELIVERABLES & PERFORMANCE MEASURES**:
1. Program Staffing Form
 2. CMBHS Security Attestation Form
 3. Implementation Plan
 4. General Ledger (for each funded program)
 5. Financial Status Report (FSR) (for each funded program)
 6. Performance Measures (for each funded program)
 7. Invoices (for each funded program) in CMBHS
 8. Contract Closeout Document (for each funded program)
- B. In accordance with Article IV (D), if Grantee is allocated funding for **YPS, YPU, or YPI** Programs, Grantee is required to submit all documents identified below, which is documented in **Attachment A-1, Youth Prevention Statement of Work**.
1. Curriculum Outcome Measure Reports
- C. In accordance with Article IV (D), if Grantee is allocated funding for **CCP** and **CCP-COV** Programs, Grantee is required to submit all documents identified below, which is documented in **Attachment A-2, Community Coalitions Partnership Statement of Work**.
1. Community Needs Assessment (CNA)
 2. Logic Model
 3. Five-Year Strategic Plan
 4. Initial Evaluation Plan
 5. Quarterly Reports
- D. In accordance with Article IV (D), if Grantee is allocated funding for **PRC** Program, Grantee is required to submit all documents identified below, which is

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

documented in **Attachment A-3, Prevention Resource Centers Statement of Work.**

1. Mid-year Report
2. Regional Needs Assessment
3. Post Regional Needs Assessment to website

VI. CONTRACT REPRESENTATIVES

The following will act as the representative authorized to administer activities under this Contract on behalf of their respective Party.

System Agency

Health and Human Services
Commission
P.O. Box 149347
Austin, TX 78714
Attention: Denise Collins,
Contract Manager

Grantee

Ysleta del Sur Pueblo
119 S. Old Pueblo Drive
El Paso, TX 79907
Anna Silvas

VII. LEGAL NOTICES

Any legal notice required under this Contract shall be deemed delivered when deposited by the System Agency either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

System Agency

Health and Human Services
Commission
1100 W. 49th Street, MC 1911
Austin, TX 78756
Attention: General Counsel

Grantee

Ysleta del Sur Pueblo
119 S. Old Pueblo Drive
El Paso, TX 79907
Anna Silvas

VIII. NOTICE REQUIREMENTS

Notice given by Grantee will be deemed effective when received by the System Agency. Either Party may change its address for notices by providing written notice to the other Party. All notices submitted to System Agency must:

- A. Include the Contract number;
- B. Be sent to the person(s) identified in the Contract; and,
- C. Comply with all terms and conditions of the Contract.

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

IX. ADDITIONAL GRANT INFORMATION

Grantee Data Universal Numbering System (DUNS) Number:	074860404
Federal Award Identification Number (FAIN):	B08TI083478-01
Assisted Listing Name and Number: Substance Abuse Treatment Block Grant Assistance Listing Number	93.959
Federal Award Date:	02/02/2021
Federal Award Period:	10/01/2020 – 09/30/2022
Name of Federal Awarding Agency:	Department of Health and Human Services
Awarding Official Contact Information:	Wendy Pang, Grants Management Specialist Center for Substance Abuse Treatment wendy.pang@samhsa.hhs.gov 240-276-1419

SIGNATURE PAGE FOLLOWS

**SIGNATURE DOCUMENT FOR
HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223
UNDER THE
PREVENTION AND BEHAVIORAL HEALTH PROMOTION
GRANT PROGRAMS**

**SIGNATURE PAGE FOR HEALTH AND HUMAN SERVICES COMMISSION
CONTRACT NO. HHS000539700223**

**HEALTH AND HUMAN SERVICES
COMMISSION**
DocuSigned by:
Trina Ita
2A511CE2A99E415...

Trina Ita
Associate Commissioner
Date of Signature: August 20, 2021

YSLETA DEL SUR PUEBLO
DocuSigned by:
Michael Silvas
15BDCB9AED6E4C0...

Michael Silvas
Governor
Date of Signature: August 20, 2021

THE FOLLOWING DOCUMENTS ARE ATTACHED TO HHSC CONTRACT NO. HHS000539700223 AND THEIR TERMS ARE HEREBY INCORPORATED BY REFERENCE:

- ATTACHMENT A - GENERAL STATEMENT OF WORK**
- ATTACHMENT A-1 - YOUTH PREVENTION STATEMENT OF WORK**
- ATTACHMENT A-2 - COMMUNITY COALITION PARTNERSHIP STATEMENT OF WORK**
- ATTACHMENT A-3 - PREVENTION RESOURCE CENTERS STATEMENT OF WORK**
- ATTACHMENT B - FISCAL REQUIREMENTS**
- ATTACHMENT B-1 - APPROVED CATEGORICAL BUDGET**
- ATTACHMENT C - DELIVERABLES & PERFORMANCE MEASURES**
- ATTACHMENT D - HHSC UNIFORM TERMS AND CONDITIONS - GRANT VERSION 2.16.1, MARCH 26, 2019**
- ATTACHMENT E - CONTRACT AFFIRMATIONS v.1.7, NOVEMBER 2020**
- ATTACHMENT F - HHSC ADDITIONAL PROVISIONS VERSION 1.0, SEPTEMBER 2021**
- ATTACHMENT G - FEDERAL ASSURANCES/CERTIFICATIONS**
- ATTACHMENT H - FEDERAL FINANCIAL ACCOUNTING AND TRANSPARENCY ACT (FFATA)**
- ATTACHMENT I - DATA USE AGREEMENT v.8.5, OCTOBER 23, 2019**
- ATTACHMENT J - INDIRECT COST RATE LETTER**
- ATTACHMENT K - HHSC SOLICITATION NO. HHS0000776 INCLUDING ANY CLARIFICATIONS OR MODIFICATIONS MADE IN RESPONSE TO QUESTIONS SUBMITTED DURING POSTING AND ANY ADDENDUM**
- ATTACHMENT L - GRANTEE'S APPLICATION AND PROPOSAL FOR SOLICITATION No. HHS0000776**

ATTACHMENTS FOLLOW

ATTACHMENT A GENERAL STATEMENT OF WORK

I. PURPOSE

To provide prevention and behavioral health promotion strategies for programs referenced in Contract Signature Document, Article IV (D), Grantee's Prevention Grant Program(s). Grantee is required to adhere to the requirements within the following documents:

- A. Grantee Implementation Plan, as approved by System Agency and incorporated into the Contract thereafter by reference; and
- B. Prevention and Behavioral Health Promotion Program Guidance document (hereafter referred to as the "Program Guide") <https://hhs.texas.gov/about-hhs/process-improvement/improving-services-texans/behavioral-health-services/substance-use-misuse-prevention>.

II. GOAL

To prevent substance use and misuse and promote behavioral health and wellness in youth, families, and communities across Texas. Grantees will implement the following strategies as outlined in the Program Guide:

- A. Prevention Education,
- B. Information Dissemination,
- C. Positive Alternatives,
- D. Problem Identification and Referral,
- E. Community-Based Processes,
- F. Environmental and Social Policies.

III. GENERAL RESPONSIBILITIES

Grantee shall:

- A. Provide prevention services and activities in accordance with the rules in Title 26 of the Texas Administrative Code (TAC), Chapter 321(A) and as outlined in this agreement, the Program Guide and the System-Agency approved grantee Implementation Plan.
- B. Submit an annual Implementation Plan for review and approval by System Agency that details how all required services and strategies will be implemented locally. Any changes to the Implementation Plan must receive prior approval of System Agency. The Implementation Plan template is located in the Program Guide.
- C. Develop policies and procedures as required by 1 TAC §392.511 and outlined within the Program Guide, "Policy and Procedures Guidance" and make them available for inspection by the System Agency.
- D. Follow the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (The National CLAS Standards, 2013) and demonstrate

ATTACHMENT A GENERAL STATEMENT OF WORK

- good-faith efforts to reach out to under-served populations as detailed within the Program Guide, “Adherence to CLAS Standards’.
- E. Secure and maintain community agreements with partners that adhere to the Program Guide, “Community Agreements”. Agreements may include a Memorandum of Understanding (MOU), a Letter of Agreement (LOA), Memorandum of Agreement (MOA) or other agreement as approved by System Agency.
 - F. Appropriate level staff shall participate in System Agency meetings, trainings, and state-scheduled calls per requirements in the Program Guide, “Required HHS Meetings and Communication”.
 - G. Submit additional documentation as requested by the System Agency.
 - H. Post in a prominent location, legible prohibitions against firearms, weapons, alcohol, and illegal drugs, illegal activities, and violence at program sites that do not have the existing prohibitions posted.
 - I. Conduct and document quarterly fidelity and quality assurance checks of all required activities.
 - J. System Agency requires all deliverables excluding the CMBHS deliverables be submitted within Globalscape EFT, and/or any alternative method required by System Agency. Grantee is required to maintain access to required systems or platforms for the term of this contract.

IV. STAFFING AND STAFF COMPETENCY REQUIREMENTS

- A. Grantee shall designate two media representatives to assist with the statewide media campaign as described in the Program Guide. Grantee’s participation is required.
- B. The Prevention Program Director and all other prevention program staff must complete the general required trainings as specified in the Program Guide, Section General Staff Training Requirements. All training and certification documentation must be maintained within the employees’ file for System Agency review upon request.

V. CRIMINAL BACKGROUND VERIFICATION REQUIREMENTS

Grantee shall establish and adhere to policies on conducting criminal background checks of potential employees, volunteers and/or subcontractors, which at a minimum must include:

- A. A pre-employment criminal background check for any individual that will have direct contact with youth, families, or other participants;
- B. Standards detailing hiring decisions for employees with a background check finding; and,
- C. Requirements for employees to report post-employment instances that would negatively impact subsequent background checks.

**ATTACHMENT A
GENERAL STATEMENT OF WORK**

VI. CONSENT

Grantees are required to obtain consent from participants and their parents/legal guardians in accordance with applicable laws. This includes obtaining consent for any youth prevention program services as well as any activities, including Positive Alternatives, that occur off-site or involve participant travel. Grantee will document consent using a form or process created by Grantee. Grantee will maintain all relevant consent documentation on file.

VII. DOCUMENTATION OF STRATEGIES AND SERVICES

Grantee shall utilize the Prevention Activity Tracking Tool (PATT), or other electronic tools as required by the System Agency, to document prevention activities as outlined in the Program Guide, "Documentation of Strategies and Services".

VIII. CLINICAL MANAGEMENT FOR BEHAVIORAL HEALTH SERVICES (CMBHS) COMPONENTS

A. Grantee shall use the CMBHS components/functionality specified below, in accordance with the System Agency instructions:

1. Request/maintain user access for appropriate staff, (including access control and credential maintenance);
2. Provider detail;
3. Performance Measures;
4. Financial Status Reports (FSR);
5. Invoices; and
6. Curriculum Outcome Measures (**YPS, YPU, and YPI** Programs only).

B. Designate a Security Administrator and a back-up Security Administrator. The Security Administrator is required to implement and maintain a system for management of user accounts/user roles to ensure that all the CMBHS user accounts are current.

C. Notify the CMBHS Helpdesk within 10 business days of any change to the designated Security Administrator or the back-up Security Administrator.

D. In addition to CMBHS Helpdesk notification, Grantee shall submit a signed CMBHS Security Attestation Form and a list of Grantee's employees, contracted laborers and sub-Grantees authorized to have access to secure data. The CMBHS Security Attestation Form shall be submitted electronically on or before the 15th day of September and March 15th, to the designated folder in Globalscape EFT.

E. Establish and maintain a security policy that ensures adequate system security and protection of confidential information.

F. Ensure that access to CMBHS is restricted to only authorized users. Grantee shall, within 24 hours, remove access to users who are no longer authorized to have access to secure data.

**ATTACHMENT A
GENERAL STATEMENT OF WORK**

- G. Attend System Agency training on CMBHS documentation.
- H. Use other CMBHS components and meet CMBHS training requirements per request by the System's Agency. (The use of CMBHS is not limited to the components and functionality listed above.)

IX. DELIVERABLE AND REPORTING REQUIREMENTS

- A. Grantee shall submit all required reports of monitoring activities to System Agency by the applicable due dates outlined in **Attachment C, Deliverables and Performance Measures**.
- B. The following reports must be submitted to System Agency via GlobalScape EFT (<https://sftp.hhs.texas.gov>) by the required due dates and report name described in the **Attachment C, Deliverables and Performance Measures**.
 - 1. In addition to Clinical Management for Behavioral Health Services (CMBHS), Grantees are required to submit data, reports, performance measures, and any other requested information into data systems designated by the System Agency.
 - 2. Grantee will submit the Program Staffing Form within 10 business days of a revision using the System-Agency process outlined in the Program Guide.
 - 3. Grantee shall submit an annual Implementation Plan for System Agency approval. The approved Implementation Plan shall be incorporated as part of the Contract.
 - 4. Grantee shall submit a Financial Status Report (FSR), for each awarded program referenced in the Signature Page, Section IV, (D), Grantee's Prevention Grant Program(s).
 - 5. Grantee shall submit a General Ledger for each awarded program referenced in the Signature Page, Section IV, (D), Grantee's Prevention Grant Program(s) to support each Program's FSR.
 - 6. Grantee shall submit monthly invoices in Clinical Management for Behavioral Health Services (CMBHS) for each awarded program referenced in the Signature Page, Section IV, (D), Grantee's Prevention Grant Program(s).
 - 7. Grantee shall submit annual Contract Closeout documentation, for each awarded program referenced in the Signature Page, Section IV, (D) Grantee's Prevention Grant Program(s), this is required each fiscal year, and a final contract closeout will be due October 15.
 - 8. Grantee shall submit a CMBHS Security Attestation Form twice a fiscal year.
 - 9. Grantee will report the performance measures for the previous month's activities in CMBHS by the 15th of the current month, for each awarded program referenced in the Signature Page, Section IV, (D) Grantee's Prevention Grant Program(s).
 - 10. Grantee's duty to submit documents will survive the termination or expiration of this Contract.

**ATTACHMENT A
GENERAL STATEMENT OF WORK**

X. PERFORMANCE MEASURE DEFINITIONS AND GUIDANCE

- A. Grantee shall reference Program Guide, “Performance Measure Definitions and Guidance” for the YP, PRC, and CCP performance measure definitions and guidance regarding the data to report.
- B. Grantee shall report the performance measures required by each funded program documented in **Attachment C, Deliverables and Performance Measures**.
- C. System Agency will monitor Grantee’s performance of the requirements in **Attachment A**, specific program Statements of Work as applicable, and **Attachment C Deliverables and Performance Measures**.

XI. SYSTEM AGENCY INFORMATION

Name:	Denise Collins
Email:	Denise.Collins01@hhs.texas.gov
Telephone:	512-206-5028
Address:	909 W 45 th Street, Bldg. 555 (MC 2058)
City/Zip:	Austin TX 78751

XII. RENEWALS

No renewal options available for this contract.

XIII. PROCUREMENT INFORMATION

This contract is awarded from the System Agency’s Request for Application, No. HHS0000776, posted on 3/11/2019. Grantee is awarded the following contracts as a result of the RFA:

Fiscal Year	Program	Contract Number
FY2020-2021	SA/YPS	HHS000539700123
FY2022-2024	SA/YPS	HHS000539700223

XIV. GRANTEE INFORMATION

**ATTACHMENT A
GENERAL STATEMENT OF WORK**

Grantee TIN	17418513382
Contract Determination	Subrecipient
Payment Method:	Cost Reimbursement

**ATTACHMENT A-1
YOUTH PREVENTION SERVICES
STATEMENT OF WORK (SOW)**

I. PURPOSE

To provide Youth Prevention (YP) program strategies in accordance with the Grantee Implementation Plan and the Prevention and Behavioral Health Promotion Program Guide (hereafter referred to as the Program Guide, found at <https://hhs.texas.gov/about-hhs/process-improvement/improving-services-texans/behavioral-health-services/substance-use-misuse-prevention>).

Strategies will focus on the areas listed in the Program Guide and/or approved by the system agency including but not limited to: prevention education, information dissemination, community-based processes, positive alternatives, environmental and social policies, and information and referral.

Each strategy above will seek to reduce use or misuse of substances, prioritizing the following: underage alcohol use, marijuana and cannabinoid use, tobacco and other nicotine product use, prescription drug misuse, or other strategies as identified by the System Agency. Strategies should address underlying factors that lead to substance use and misuse including but not limited to: adverse childhood experiences, social determinants of health, and/or other youth, family and community risk and protective factors.

II. GOAL

To address health and wellness for youth, families, and communities by: enhancing protective factors that increase knowledge, skills, and attitudes; take a public health approach to behavioral health-related issues such as Social Determinants of Health, Adverse Childhood Experiences (ACEs), social emotional learning; and to enhance community awareness and mobilization around behavioral health as described in the Program Guide “Adverse Childhood Experiences”.

III. SERVICE AREA

- A. Grantee shall provide services and focus YP strategies in the counties (service area) listed below, as approved by System Agency:
Region: 10
Counties: El Paso
- B. Grantee may request to add and/or delete counties referenced in Section III (A); however, all requests for additional counties must be within the same region. The counties per HHS region are documented at the following link:
<https://hhs.texas.gov/sites/default/files/documents/about-hhs/hhs-regional-map.pdf>
- C. Grantee’s request to revise the service area shall comply with the following requirements:

**ATTACHMENT A-1
YOUTH PREVENTION SERVICES
STATEMENT OF WORK (SOW)**

1. Submit email requests to the assigned contract manager and the SA Mailbox, SubstanceAbuse.Contracts@hhs.texas.gov.
 2. The requests must include the following information:
 - i. Legal Entity Name;
 - ii. Contract number;
 - iii. Program ID;
 - iv. Current service area;
 - v. Revised service area;
 - vi. Justification for service area change.
- D. System Agency may revise the Service area in accordance with **Attachment F, HHSC Additional Provisions**, Section 4. Miscellaneous Provisions, A. Minor Administrative Changes. All revisions to the service area are considered a minor administrative change and do not require an amendment. System Agency shall provide a written notification to document revisions to the service area.

IV. TARGET POPULATION

- A. Grantee shall serve the population awarded in the original solicitation and documented in the System-Agency approved Implementation Plan, which includes:
1. The primary population is youth Pre-Kindergarten to 12th grade from one of the following target populations:
 - i. Universal population includes the general or broad population without consideration of individual differences in risk for substance use and misuse or other behavioral health issues;
 - ii. Selected population includes subgroups of the general population determined to be at risk for substance use and misuse or other behavioral health related issues; and
 - iii. Indicated population includes individuals in high-risk environments who have minimal but detectable signs or symptoms foreshadowing disorder or have biological markers indicating predispositions for disorder but do not yet meet diagnostic levels.
 2. The secondary population may include:
 - i. Parents, grandparents, guardians, and siblings of youth participants, and
 - ii. Community members in the funded service area.

V. GRANTEE RESPONSIBILITIES

- A. General Responsibilities for Youth Prevention Programs are provided below. In addition to the **Attachment A, General Statement of Work** responsibilities, Grantee shall:
1. Implement the Center for Substance Abuse Prevention (CSAP) strategies at the percentage effort approved by the System Agency and specified in the Program Guide focusing primarily on:

**ATTACHMENT A-1
YOUTH PREVENTION SERVICES
STATEMENT OF WORK (SOW)**

- i. Prevention Education: a two-way approach to teaching participants important social skills which shall include providing evidence-based curriculum education with fidelity to the program model unless otherwise approved by curriculum developer and the System Agency;
 - ii. Information Dissemination: a one-way approach to increasing knowledge and changing attitudes through communications; and,
 - iii. Positive Alternatives: providing fun, challenging, and structured activities with supervision so people have constructive and healthy ways to enjoy free time and learn skills.
 - iv. Identification of Problems and Referral to Services: determines when the needs of the participant require additional education or intensive services outside the scope of prevention and refer individuals to community resources for appropriate services.
2. Implement an evidence-based curriculum from the System Agency-approved list described in the Program Guide, unless otherwise approved by System Agency. The curricula to be utilized will be approved by System Agency and documented in the Implementation Plan. Any proposed changes to curricula must be submitted to System Agency and approved within the Implementation Plan prior to implementation. The grantee is responsible for purchasing and utilizing the most up-to-date curricula materials required by the program model developer and should adhere to all copyright laws.
 3. Report all performance measures as required by the System Agency as well as other requested data utilizing agency-approved systems.
 4. Report information related to Curriculum Outcome Measures for each group cycle provided throughout the fiscal year as described in the Program Guide.
 - i. Provide the Participants Rights document that includes the right to make a complaint to Grantee or the System Agency at any time. The Participant Rights document is in the Program Guide.

VI. POLICY/PROCEDURAL REQUIREMENTS

A. Grantee shall:

1. Develop and maintain current written policies and procedures, available for System Agency review, for employees, contracted labor, and volunteers who work directly with participants as outlined in the Program Guide. The written policies and procedures will address participant safety and ensure that all activities with participants are conducted in a respectful, non-threatening, non-judgmental, and confidential manner;
2. Document informed consent of participant rights prior to delivery of Prevention Education using the provided Participant Rights Form
3. Develop and implement written confidentiality policies and procedures and securely store and maintain privacy and confidentiality of information and records

**ATTACHMENT A-1
YOUTH PREVENTION SERVICES
STATEMENT OF WORK (SOW)**

concerning participants and their family members. This must be developed prior to serving individual youth and family members.

VII. STAFFING/TRAINING REQUIREMENTS

A. Grantee shall:

1. In addition to adhering to the requirements outlined in **Attachment A, General Statement of Work**, Youth Prevention Programs must:
 - a. Hire a Prevention Program Director at a minimum of .25 Full-Time Equivalent (FTE) per YP program type funded. For example, if an agency has a YPU and a YPS program, the Program Director must hire a minimum of one .50 FTE. The System Agency may require grantees to allocate additional time to the Program Director role, depending on the size and scope of the program, to ensure proper oversight.
 - b. Hire a minimum of one FTE Prevention Specialist per YP program type funded who will conduct prevention program services for this Contract. For example, if an agency has a YPU and a YPS program, 2 FTEs are required.
2. The Youth Prevention program staff must additionally receive Evidence-based Curriculum Training, as outlined in the Program Guide, “Youth Prevention Program Staffing Requirements”.

VIII. PERFORMANCE MEASURES

- A. Grantee’s performance will be measured in part on the achievement of the following key performance measures captured in **Attachment C. Deliverables and Performance Measures**.
- B. Grantee shall report these performance measures monthly through CMBHS under the Measures component.
- C. Each report is due by the 15th of the following month for the month being reported. **If the 15th falls on a weekend, the report is due the next business day following the 15th.*

IX. DELIVERABLE AND REPORTING REQUIREMENTS

Grantee shall provide the deliverables for each awarded YP Program in accordance with **Attachment C, Deliverables and Performance Measures**.

ATTACHMENT B FISCAL REQUIREMENTS

Grantee shall ensure compliance to the fiscal requirements of the Contract, as follows:

- A. This Contract is funded from the United States Health & Humans Services (HHS), Substance Abuse and Mental Health Services Administration (SAMSHA), Substance Abuse Prevention Treatment (SAPT) Grant, Assistance Listing Number (ALN) 93.959.
- B. Compliance with the Code of Federal Regulation (CFR), 45 CFR Part 96, Subpart C, as applicable, referenced at the following link: <https://ecfr.io/Title-45/pt45.1.96#sp45.1.96.c>;
- C. Compliance with the following Grant requirements, located at System Agency's website, <https://hhs.texas.gov/doing-business-hhs/grants>.
 1. Electronic Code of Federal Regulations (2 CFR 200);
 2. Federal Uniform Grant Guidance;
 3. Grant Technical Assistance guide; and
 4. Texas Grant Management Standards.
- D. Access the Transactions List report in CMBHS to identify the amount of federal funds allocated to this award for each transaction.
- E. The SAPT grant, Assistance Listing number 93.959 requires a five (5%) percent match requirement.
- F. Any unexpended balance associated with any other System Agency-funded contract may not be applied to this Contract.
- G. Compliance to the following Invoicing and Payment requirements:
 1. Submit monthly invoices to the System Agency utilizing CMBHS. Monthly invoices required for all Programs awarded funding, in accordance with the **Contract Signature document, Section IV, Budget (D)**. All invoices shall be submitted by the deadlines established in **Attachment C, Deliverables and Performance Measures**.
 2. Be paid on a monthly basis and in accordance with services performed under this Contract.
 3. In Fiscal Year 2023, the **CCP-COV Program** activities shall end on **March 14, 2023**. Grantee shall submit the final invoice for this Program by **April 15, 2023**.
- H. The Contract Fiscal Year allocation information is as follows:
 1. System Agency Share total reimbursements will not exceed \$614,763.00 for the period from September 1, 2021 through August 31, 2024, as follows:
 - i. Fiscal Year 2022, September 1, 2021 through August 31, 2022 - \$204,921.00

System Agency Solicitation No. HHS0000776

HHSC Contract #HHS000539700223

**ATTACHMENT B
FISCAL REQUIREMENTS**

- ii. Fiscal Year 2023, September 1, 2022 through August 31, 2023 - \$204,921.00
 - iii. Fiscal Year 2024, September 1, 2023 through August 31, 2024 - \$204,921.00
2. For each Fiscal Year noted in Section H, (1) (i-iii), Grantee shall provide a five percent (5%) match requirement, as follows:
- i. Fiscal Year 2022, September 1, 2021 through August 31, 2022: \$10,246.00;
 - ii. Fiscal Year 2023, September 1, 2022 through August 31, 2023: \$10,246.00;
 - iii. Fiscal Year 2024, September 1, 2023 through August 31, 2024: \$10,246.00;
3. The total amount of this Contract, including applicable match will not exceed \$645,501.00 as documented below:
- i. Fiscal Year 2022, September 1, 2021 through August 31, 2022 - \$215,167.00
 - ii. Fiscal Year 2023, September 1, 2022 through August 31, 2023 - \$215,167.00
 - iii. Fiscal Year 2024, September 1, 2023 through August 31, 2024 - \$215,167.00
4. All Grantees awarded funding for a CCP Program are receiving Substance Abuse Block Grant (SAPT) Funding for the COVID-19 activities referenced in **Attachment A-3, Community Coalitions Partnership Statement of Work**. The COVID-19 funding is included in the allocation information referenced in Section H, 1 (i-iii); fiscal year allocations are as follows:
- i. Fiscal Year 2022, September 1, 2021 through August 31, 2022 - \$ 0.00
 - ii. Fiscal Year 2023, September 1, 2022 through March 14, 2023 - \$ 0.00
- I. The Cost Reimbursement Budget information is as follows:
- 1. The Cost Reimbursement budget documents all approved and allowable expenditures; Grantee shall *only* utilize the funding detailed in Attachment B-1 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 Attachment B-1, Approved Cost Reimbursement Budget, which documents the approved budget for each allocated Program. The requirements for each allocated Program are as follows:
 - i. Grantee may transfer funds from the budgeted direct categories only; with the exception of the Equipment Category. Grantee may transfer up to 10 percent of the allocated fiscal year Program amount without System Agency approval. Budget revisions exceeding the ten percent requirement require System Agency's written approval.

System Agency Solicitation No. HHS0000776

HHSC Contract #HHS000539700223

ATTACHMENT B
FISCAL REQUIREMENTS

- ii. Grantee may request revisions to the approved Cost Reimbursement budgeted direct categories that exceed the 10 percent requirement stated in Attachment B-1, Approved Categorical Budget, excluding 'Equipment' and/or 'Indirect Cost' categories, by submitting a written request to the assigned contract manager. This change is considered a minor administrative change and does not require an amendment, in accordance with **Attachment F, HHSC Additional Provisions, Section 4. Miscellaneous Provisions, item A. Minor Administrative Changes**. System Agency will provide written notification of the approval or denial of the request. The budget revisions are *not* authorized, and funds *cannot* be utilized until Grantee receives written approval.
 - iii. Grantee may request transferring funds between awarded Programs by submitting a written request to the assigned Contract Manager. This change is considered a minor administrative change and does not require an amendment, in accordance with **Attachment F, HHSC Additional Provisions, Section 4. Miscellaneous Provisions, item A. Minor Administrative Changes**. System Agency will provide written notification of the approval or denial of the request. The budget revisions are *not* authorized, and funds *cannot* be utilized until Grantee receives written approval.
 - iv. 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.
4. Grantee shall submit annual categorical budgets for Fiscal Years 2023-2024 on the System Agency approved template in accordance to the deadline documented in **Attachment C, Deliverables and Performance Measures**. System Agency will provide written notification of the annual budget approval.
5. The approved fiscal year Categorical Budget for all awarded Program services is referenced in **Attachment B-1: Approved Categorical Budget**.

System Agency Solicitation No. HHS0000776

HHSC Contract #HHS000539700223

Attachment B-1

PREVENTION MASTER SUMMARY PAGE

Organization Name:	Ysleta del Sur Pueblo
Contract Number:	HHS000539700223
Prevention Program(s) Contracted to Provide:	Youth Prevention Selective
Region:	10
Fiscal Year:	2022
Total Contract Value (System Agency+Match)	\$215,167.00
Date Submitted to HHSC:	Monday, May 24, 2021

Master Budget Roll-Up

Budget Categories	System Agency Funds Requested	Cash Match	Non System Agency funds	Category Total
Personnel	\$85,895.00	\$10,246.00	\$0.00	\$96,141.00
Fringe Benefits	\$33,911.00	\$0.00	\$0.00	\$33,911.00
Travel	\$17,672.00	\$0.00	\$0.00	\$17,672.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$14,250.00	\$0.00	\$0.00	\$14,250.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$42,947.00	\$0.00	\$0.00	\$42,947.00
Total Direct Costs	\$194,675.00	\$10,246.00	\$0.00	\$204,921.00
Indirect Costs	\$10,246.00	\$0.00	\$0.00	\$10,246.00
Totals	\$204,921.00	\$10,246.00	\$0.00	\$215,167.00

Attachment C
Deliverables and Performance Measures

1. All deliverables for the Contract are listed in the below deliverable table; Grantee is required to submit all deliverables for the **Attachment A, General Statement of Work, Attachment B, Budget**, and for all Prevention Programs (YP's, PRC, CCP) awarded in accordance with the Contract Signature Document.
2. Grantee shall ensure all required deliverables are submitted as follows:
 - a. The deliverables submitted in GlobalScape shall be named the deliverable name referenced in column "**Report Name**".
 - b. Reports are submitted by the due date in column "**Due Date**". Note: Deliverables due on the weekend and/or holiday are due the next business day.
 - c. Reports are submitted by the submission system documented in the column "**submission system**". All deliverables are submitted by one of the two methods, GlobalScape, and/or CMBHS.
 - d. System Agency may request deliverables to be submitted through an alternate submission system.
3. Grantee is required to submit performance measures in CMBHS for all Prevention Programs awarded. Grantee shall ensure compliance to the following requirements:
 - a. CCP, PRC and YP performance measures are submitted in CMBHS by the 15th of the current month. Grantee shall report the previous months activities.
 - b. Performance will be measured in part on the achievement of the key performance measures.
 - c. Guidance concerning each performance measure can be found in the Program Guide, "Performance Measure Definitions and Guidance."

Requirement	Report Name	Due Date*	Submission System
Attach A, General Statement of Work	Program Staffing Form	Per fiscal year: September 15 and within 10 business days of a revision.	GlobalScape
Attach A, General Statement of Work	CMBHS Security Attestation Form and Listing of Authorized Users	Per fiscal year: September 15 th & March 15 th	GlobalScape
Attachment B, Budget	Categorical Budget	FY23-24 Categorical Budget, as follows: FY22: FY23 budget due June 1, 2022 FY23: FY24 budget due June 1, 2023	GlobalScape
Attach A, General Statement of Work	Implementation Plan	Annually, on the following schedule: FY22 Implementation Plan: September 30, 2021 FY23 Implementation Plan: by July 15 th , 2022 FY24 Implementation Plan: by July 15 th , 2023	GlobalScape
Attach A, General Statement of Work	General Ledger (for each funded program)	Per fiscal year, quarterly report schedule: Q1 reporting period, due December 31st Q2 reporting period, due March 31 st Q3 reporting period, due June 30th Q4 reporting period, due September 30th	GlobalScape

Attachment C
Deliverables and Performance Measures

1. All deliverables for the Contract are listed in the below deliverable table; Grantee is required to submit all deliverables for the **Attachment A, General Statement of Work, Attachment B, Budget**, and for all Prevention Programs (YP's, PRC, CCP) awarded in accordance with the Contract Signature Document.
 2. Grantee shall ensure all required deliverables are submitted as follows:
 - a. The deliverables submitted in GlobalScape shall be named the deliverable name referenced in column "**Report Name**".
 - b. Reports are submitted by the due date in column "**Due Date**". Note: Deliverables due on the weekend and/or holiday are due the next business day.
 - c. Reports are submitted by the submission system documented in the column "**submission system**". All deliverables are submitted by one of the two methods, GlobalScape, and/or CMBHS.
 - d. System Agency may request deliverables to be submitted through an alternate submission system.
 3. Grantee is required to submit performance measures in CMBHS for all Prevention Programs awarded. Grantee shall ensure compliance to the following requirements:
 - a. CCP, PRC and YP performance measures are submitted in CMBHS by the 15th of the current month. Grantee shall report the previous months activities.
 - b. Performance will be measured in part on the achievement of the key performance measures.
 - c. Guidance concerning each performance measure can be found in the Program Guide, "Performance Measure Definitions and Guidance."

Requirement	Report Name	Due Date*	Submission System
Attach A, General Statement of Work	Financial Status Reports (FSRs) (for each funded program)	Per fiscal year, quarterly report schedule for Financial Status Report (FSR) report: Q1 reporting period, due December 31st Q2 reporting period, due March 31 st Q3 reporting period, due June 30th Q4 reporting period, due September 30th <i>NOTE: The Final FSR is due 45 days after contract end date.</i>	CMBHS
Attach A, General Statement of Work	Performance Measures (for each funded program)	Report previous month's activities due on the 15th of the current month.	CMBHS or other system designated by System Agency
Attach A, General Statement of Work	Invoices (for each funded program)	Invoices for the previous month's activities on the 15 th of the current month.	CMBHS
Attach A, General Statement of Work	Closeout documents (for each funded program)	Final closeout documents due October 15th each fiscal year	GlobalScape
Attachment A-1, YP SOW Reporting Requirements			
Attach A-1, YP Statement of Work	Curriculum Outcome Measures Reports	Due within 20 calendar days after the curriculum cycle has been completed. Submit each individual curriculum cycle and the associated outcomes	CMBHS or other system designated by System Agency

Attachment C
Deliverables and Performance Measures

1. All deliverables for the Contract are listed in the below deliverable table; Grantee is required to submit all deliverables for the **Attachment A, General Statement of Work, Attachment B, Budget**, and for all Prevention Programs (YP's, PRC, CCP) awarded in accordance with the Contract Signature Document.
 2. Grantee shall ensure all required deliverables are submitted as follows:
 - a. The deliverables submitted in GlobalScape shall be named the deliverable name referenced in column "**Report Name**".
 - b. Reports are submitted by the due date in column "**Due Date**". Note: Deliverables due on the weekend and/or holiday are due the next business day.
 - c. Reports are submitted by the submission system documented in the column "**submission system**". All deliverables are submitted by one of the two methods, GlobalScape, and/or CMBHS.
 - d. System Agency may request deliverables to be submitted through an alternate submission system.
 3. Grantee is required to submit performance measures in CMBHS for all Prevention Programs awarded. Grantee shall ensure compliance to the following requirements:
 - a. CCP, PRC and YP performance measures are submitted in CMBHS by the 15th of the current month. Grantee shall report the previous months activities.
 - b. Performance will be measured in part on the achievement of the key performance measures.
 - c. Guidance concerning each performance measure can be found in the Program Guide, "Performance Measure Definitions and Guidance."

Requirement	Report Name	Due Date*	Submission System
Attachment A-2, CCP SOW Reporting Requirements			
Attach A-2, CCP Statement of Work	Community Needs Assessment (CNA)	FY22: October 30th	GlobalScape
Attach A-2, CCP Statement of Work	Logic Model	FY22: November 30th	GlobalScape
Attach A-2, CCP Statement of Work	Five-Year Strategic Plan	FY22: December 30th	GlobalScape
Attach A-2, CCP Statement of Work	Initial Evaluation Plan	FY22: January 30th	GlobalScape
Attach A-2, CCP Statement of Work	Quarterly Reports	FY22: January 30th FY22: February 30th FY22: March 31st FY22: April 30th FY22: May 31st FY22: June 30th FY22: July 31st FY22: August 31st FY22: September 30th FY22: October 31st FY22: November 30th FY22: December 31st	GlobalScape
Attachment A-3, PRC SOW Reporting Requirements			
Attach A-3, PRC Statement of Work	Mid-year Report	Each Fiscal Year, due March 31st	GlobalScape
Attach A-3, PRC Statement of Work	Regional Needs Assessment	Each Fiscal Year, due July 30th	GlobalScape
Attach A-3, PRC Statement of Work	Post Regional Needs Assessment to website	Each Fiscal Year, August 31st	GlobalScape

*Note: Deliverables due on the weekend and/or holiday are due date is the next business day.