

**THE UNIVERSITY OF SOUTH FLORIDA**

**SPONSORED RESEARCH PURCHASE EXEMPTION  
FROM GENERAL ACCOUNTING AND PURCHASING PROCEDURES**

Under the provision of Section 1004.22, Florida Statutes, the exemption of the following purchase is recommended.

DESCRIPTION: Gulfcoast South Area Health Education Center, Inc.  
Subagreement #6101-1045-08-A

PURPOSE: To perform the services as described in the project funded by the Florida Department of Health

JUSTIFICATION: The services to be provided by Gulfcoast South Area Health Center were approved by the Florida Department of Health. Due to time constraints, because it is more expeditious and efficient to the accomplishment of the project, and because funding to USF was contingent upon all parties participating and the expertise they house, this exception is granted.

DocuSigned by:

*Stephanie Rios*

8/13/2024 | 17:06 E

Stephanie Rios

Director

Sponsored Research

THE UNIVERSITY OF SOUTH FLORIDA  
Board of Trustees for University of South Florida  
SPONSORED RESEARCH  
3702 Spectrum Blvd., Suite 165  
Tampa, Florida 33612-9445  
(813) 974-2897

REQUEST FOR SUBAGREEMENT MODIFICATION/AMENDMENT

Subagreement No.: 6101-1045-08-A (previously 6101-1045-07-A) Modification No.: 8

Contractor Name: Gulfcoast South Area Health Education Center


TYPE OF MODIFICATION/AMENDMENT

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Extension of performance period | <input checked="" type="checkbox"/> Revised scope of work |
| <input checked="" type="checkbox"/> Additional funding              | <input type="checkbox"/> Reduction in funding             |
| <input type="checkbox"/> Change in budget categories                | <input type="checkbox"/> Other:                           |

DESCRIPTION OF ACTION(S) TAKEN

1. Additional funding in the amount of \$897,850 in accordance with the attached
2. Change in Scope of Work in accordance with the attached documentation.
3. Change period of performance to end on June 30, 2025.

University Project Director Review  
& Signature: Charles Lockwood  
Jay Wolfson

DocuSigned by:  
  
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ACCEPTANCE AND AGREEMENT

The above-referenced modification(s)/amendment(s), is hereby incorporated into the subject subagreement.

For Contractor:

Anstey Mora  
(Signature-Authorized Official)  
Anstey Mora  
Chief Executive Officer

For The University of South Florida  
Board of Trustees:

Stephanie Rios  
(Signature-Authorized Official)  
Stephanie Rios  
Director  
Sponsored Research

7/5/2024 | 11:48 EDT

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## ATTACHMENT I

### A. Services to be Provided:

#### 1. General Description:

- a. General Statement: This contract provides tobacco cessation related services using a population-based public health approach to TFF's AHEC Cessation Program activities and initiatives.
- b. Authority: Article X, Section 27, Florida Constitution, section 381.84, Florida Statutes and Ch. 2020-111, §3 at 466, Laws of Fla.

#### 2. Definitions of Terms:

- a. Area Health Education Center (AHEC) Program Offices: The offices within each of the five university-based state approved medical schools which administers the Tobacco Free Florida AHEC Cessation Program.
- b. AHEC Tobacco Treatment Specialist (TTS) Training: A training developed by Florida State University that meets the national standards and core competencies established by the Association for the Treatment of Tobacco Use and Dependence to achieve a TTS credential.
- c. Approved Cessation Curriculums: Direct cessation courses offered by the Area Health Education Centers that are approved by the Bureau of Tobacco Free Florida including, but not limited to single-session (Tools To Quit), multi-session (Quit Smoking Now) and behavioral health (Journeys) curriculums.
- d. Attendee: An Individual each time he or she attends at least one session of a direct cessation course.
- e. Behavioral Health Site: Any public or private site whose primary function is to provide mental health and/or substance abuse treatment through in-patient, out-patient, intensive out-patient, residential, partial hospitalization and/or counseling services.
- f. Bureau of Tobacco Free Florida (BTFF): A bureau within the Department that is responsible for the administration and management of the TFF program.
- g. BTFF Media Hub: An internet location where the BTFF post media templates, logos, etc., for use by Tobacco Free Florida's community grantees and the AHECs to promote contracted services. The BTFF Media Hub is located at <https://mediatffhub.wpengine.com/>.
- h. Catchment Area: The AHEC designated counties assigned to GSAHEC as its service area including the counties of Manatee, DeSoto, Charlotte and Sarasota counties.
- i. Direct Cessation: An option for Tobacco Free Florida's cessation services conducted in-person or virtually using Approved Cessation Curriculums in On-Demand Courses or within an individual or group environment for tobacco users.

- j. **Facilitator:** The person responsible for conducting direct cessation classes offered under this contract.
- k. **Fully Integrated E-referral Process:** An established electronic procedure to send referrals requesting tobacco cessation services.
- l. **Health Care Delivery Systems:** Hospitals, clinics, medical centers, federally qualified health centers, physician or dental practices, urgent care centers, large units of any of the preceding entities, and other facilities which provide medical, dental, or mental health care to patients.
- m. **Individual:** A unique person who enrolls in and attends at least one Direct Cessation course.
- n. **Nicotine Replacement Therapy (NRT):** Products such as patches, gum, or lozenges designated and approved by the Food and Drug Administration as a tobacco cessation resource. There are two types of NRT dosage (single and combination).
- o. **On-Demand Course:** Direct Cessation Course using an Approved Cessation Curriculum provided in special circumstances to individual tobacco users who are unable to attend scheduled courses virtually or in-person. This course can be offered in situations where appropriate, but not limited to, a tobacco user who is visiting an AHEC office and requests a course immediately, a tobacco user who is unable to attend any available course offerings despite efforts to accommodate them or a tobacco user who is part of a special projects such as bedside visitation in healthcare facilities.
- p. **Population-Based:** Use of a defined population as the organizing principle for preventive action targeting the broad distribution of diseases and health determinants. Population-based principles use population-based data as the scientific basis for community level interventions.
- q. **Public Health Practice:** A practice that focuses on the health of aggregates or groups, family, or community. A key feature of public health is the acknowledgment that public health is greater than the biological determinants of individual health. Public health practice also embraces a host of behavioral, social, economic, and environmental factors that affect the health of a community.
- r. **Quality Assurance Director (QAD):** The position hired by Florida State University to work closely with the AHECs, the Department and its vendors. The position is responsible for the quality assurance of the Tobacco Free Florida AHEC Cessation Program, as determined by the USF AHEC Program Office and the Department.
- s. **Quarter:** A three-month period of the contract, coinciding with the state's fiscal year. The quarters are July through September (first quarter), October through December (second quarter), January through March (third quarter), and April through June (fourth quarter).
- t. **"Quit Your Way":** The name of TFF's overall cessation program.

- u. Quit Smoking NOW (QSN): is a multi-week cessation course that provides participants with the knowledge, behavioral techniques and support necessary to quit using tobacco in a group setting. Participants are provided with up to 4 weeks of FDA approved NRT medications.
- v. Referral: The transmission of a tobacco user's information with their permission to a tobacco cessation program from a referral source also known as a direct referral. The information is transferred to the cessation program via fax, mail, automated form or electronically. It is not considered a referral if the referral source makes a recommendation or provides recruitment materials to a tobacco user but does not submit the tobacco user's information in accordance with this definition. A referral source is a community agency or a licensed healthcare provider which is an institution (e.g., hospital, clinic, dental office) or an individual (e.g., physician, dentist, nurse practitioner) who provides patient care. This does not include indirect referrals or referrals to Optum.
- w. Session Attendee: Each time an Individual attend a session of a direct cessation course. This differs from Attendees which are counted per course.
- x. Social Service Organization: An organization that addresses the needs of vulnerable persons (e.g., elderly, children) or groups in Florida. (e.g., community center, homeless shelter).
- y. Systems Change: Specific and measurable strategies that health care systems and other organizations can implement to treat tobacco dependence. Health care systems institutionalize tobacco user identification, advice to quit, and referral for tobacco cessation services into the clinical workflow, electronic medical records, and other related functional areas. Systems change also describes specific strategies that health care administrators, managed care organizations, and purchasers of health plans can implement to treat tobacco dependence.
- z. Systems Change Activities: Activities to advocate for systems change implementation within health care delivery systems as delineated in the Centers for Disease Control and Prevention's (CDC) 2014 Best Practices for Comprehensive Tobacco Control Programs and the Public Health Service's Treating Tobacco Use and Dependence Clinical Practice Guidelines, or other organizations leading to universal, evidence-based interventions for all tobacco users.
- aa. "Team Up to Quit" Campaign: TFF's cessation outreach campaign to health care providers.
- bb. Telehealth: the use of electronic information and telecommunications technologies (video conferencing, the internet, facilitating audio, and any other type of communication within a geographical area) to support long distance clinical health care, patient and professional health-related education, public health and health administration.
- cc. The Journey Starts Here (Journeys) Curriculum: A curriculum focused on tobacco cessation for people with mental illnesses or substance abuse disorders developed by the Behavioral Health and Wellness Program at the University of Colorado Denver in conjunction with the Department.

- dd. Tobacco Free Florida (TFF): A comprehensive effort to reduce tobacco use in the state of Florida. TFF is administered through the Department's BTFF and is funded by money stipulated by Article X, Section 20, Florida Constitution.
  - ee. Tobacco Free Florida AHEC Cessation Tracker (TFFACT) Data System: The Department's client relationship, management, and surveillance system.
  - ff. Tools To Quit (TTQ) is a one-time two-hour session that provides individuals with the knowledge, behavioral techniques and support necessary to create a quit plan. TTQ is offered to individuals who prefer a single cessation intervention or unable to attend a multi session course, or at a site where a multi week session is not feasible. Participants are provided with up to 4 weeks of FDA approved NRT medications.
  - gg. Virtual Course: An on-line learning environment that allows for live interaction between a facilitator and participants using the Department Approved Tobacco Cessation Curriculums.
  - hh. Walk-in: An individual who attends an in-person Direct Cessation Course without prior registration or with a registration completed 60 or more days before attending.
3. Clients to be Served: Tobacco users; health care practitioners; students and staff members at colleges, universities, other educational institutions, health care delivery systems, substance abuse and mental health facilities, social service organizations and medical professional trade associations in Florida.

B. Manner of Service Provision:

- 1. Scope of Work: GSAHEC will provide direct cessation services to clients, tobacco control training, and systems change activities without charging for any services or resources provided pursuant to this contract.
  - a. Tasks: GSAHEC will perform the following tasks throughout the term of this contract:
    - 1) Perform administrative procedures and requirements as follows:
      - a) Provide USF AHEC Program Office with an organizational chart for the activities within this contract identifying the staff and their roles by August 1st of each contract year.
      - b) Ensure that all GSAHEC staff and subcontracted individuals who are paid by this contract and facilitate a course, excluding financial personnel, administrative staff, or those with Florida Tobacco Treatment Specialist (TTS) certification documentation, attend AHEC TTS Training within one year of starting to work on this contract. Ensure those employees without the Florida Certified Tobacco Treatment Specialist (CTTS) certification who serve as facilitators repeat this training every five years. Update TFFACT with current TTS training certification completion dates. Provide a list of facilitators covered by this requirement and any requests for

exceptions, including those with state certification documentation, in writing to the USF AHEC Program Office, Contract Manager and QAD by July 30th of each contract year. If the individual does not pass the AHEC TTS training or CTTS exam on the first attempt, the individual will be responsible for any cost associated with any additional training or examination.

- c) Schedule business hours for tobacco-related classes and corresponding telephone support based on the participant's needs, such as early morning, evening, and may include weekends. Provide the USF AHEC Program Office written documentation of the business hours for all locations providing direct cessation, by July 30th of each contract year. Notify the USF AHEC Program Office of any changes to hours of operation within five business days.
  - d) Schedule staff work hours to ensure adequate office and phone coverage for the services provided under this contract.
  - e) Schedule and ensure that tobacco cessation staff at GSAHEC are working on all Department business days, including USF scheduled holiday breaks.
  - f) Educate tobacco users, health care professionals, and the public about TFF Quit Your Way Program.
  - g) Provide the name and contact information for an emergency contact to the USF AHEC Program Office by August 1st of each contract year. Ensure the emergency contact is available during USF holidays that are different than state holidays. Notify the USF AHEC Program Office of any changes to the emergency contact within five business days of the change.
  - h) Ensure that telephone calls are forwarded to the Department approved telephone answering vendor during non-business hours when GSAHEC is not available to answer the telephone.
  - i) Ensure that voicemail is not used during business hours for telephones that receive incoming calls from potential direct cessation participants.
  - j) Use the Department's approved forms for all operational aspects of the program.
- 2) Monitor all facilitators to ensure performance as follows:
- a) To ensure compliance with the Program protocols, attend a tobacco cessation single-session class, multi-session class or virtual class to observe and evaluate all class facilitators conducting tobacco cessation classes in the catchment area by June 30th of each contract year. Monitor all facilitators who have previously been monitored a minimum of once each contract year.

Monitor each new facilitator a minimum of twice during his or her first full year period of providing services under this contract.

- b) Prepare a written report, using the Department's facilitator monitoring form, containing quality improvement suggestions and provide it to the facilitator no later than five business days after the monitoring visit, when the facilitator meets the program protocols. Include all written facilitator reports with the Quarterly Activity Report for the fourth quarter.
- 3) Market and promote the program and direct cessation classes as follows:
- a) Refer to the Direct Cessation program as the "Tobacco Free Florida AHEC Cessation Program," for the activities specified within this contract.
  - b) Ensure all local media, marketing, and public relations materials align with the TFF campaign and are not duplicative of the current TFF campaign media vendor's activities, which are specified on the TFF Media Hub and specified by the Department.
  - c) Ensure the TFF logo is not placed on any material, website, or other location without prior written approval by the TFF media.
  - d) Refer to AHEC Media Guidance Document for processing all media. Use the Department approved media request form for new materials and the media request customization form to customize any of the existing materials. Submit all requests to the [ahec@flhealth.gov](mailto:ahec@flhealth.gov) mailbox for approval by the Contract Manager. The Contract Manager will forward request to TFF media for final approval.
  - e) Promote the toll-free 1-877-848-6696 AHEC number as the official number, not the alphanumeric 1-87-QuitNow-6.
  - f) Ensure the [www.AHECTobacco.com](http://www.AHECTobacco.com) website contains a link to [www.TobaccoFreeFlorida.com](http://www.TobaccoFreeFlorida.com).
  - g) Document all paid marketing and promotional activities in the Quarterly Activity Report.
- 4) Provide direct cessation to Individuals at partner Behavioral Health Sites using approved curriculum (Journeys) as follows:
- a) Ensure that all staff adhere to the Behavioral Health Curriculum: The Journey Starts Here Cessation Program Standard Operating Procedures (Attachment IV) at all times.
  - b) Create facilitator-to-participant counseling in small groups with no more than 20 attendees per facilitator. Ensure that each session is adequately staffed.



- c) Coordinate with Behavioral Health Sites to schedule sequential courses.
  - d) Ensure that all pre-registered and walk-in clients complete the registration paperwork including mailing address, phone number and email address.
  - e) Ensure that existing registrants are only enrolled in one course at a time in TFFACT.
  - f) Ensure behavioral health participants in a Journeys course do not attend more than 24 behavior health direct cessation sessions within a fiscal year.
  - g) Ensure Attendees sign the attendance form and initial each session for in-person classes. Ensure a new attendance form is used for each cycle of the curriculum (Session A). Ensure an electronic log of Attendees is kept for virtual classes.
  - h) Enter registration and class attendance documentation in TFFACT within five business days after each session ends.
  - i) Ensure NRT is only distributed to Attendees who set a quit date within 7 days of attending class. Subsequent distributions of NRT may be given to Attendees who are actively quitting or attempting to quit and are attending sessions. Record NRT disbursements in the Quarterly Activity Report.
  - j) Ensure Behavioral Health facilitators complete a Tobacco Treatment Specialist Training and the FSU AHEC Journeys facilitator training before conducting a Journeys course.
  - k) Participate in the FSU quality assurance project including the development of goals and objectives, education through Community of Practice, implementation of fidelity studies and other monitoring activities pertaining to the behavioral health curriculum.
  - l) Participate in monthly Behavioral Health Committee conference calls. Staff must include Behavioral health facilitators and AHEC leadership, or a designee appointed by AHEC leadership. If no Behavioral Health facilitators are available to participate in the call, a summary of the discussion must be supplied to each Behavioral Health Facilitator.
  - m) Document completion of this task in the Quarterly Activity Report.
- 5) Provide direct cessation using a combination of Approved Cessation Curriculums as follows:
- a) Provide direct cessation to a minimum of 1340 Session attendees each contract year, of which a minimum must be 1005 individuals each contract year.

- b) Conduct no more than 15% of Tools to Quit Classes at Behavioral Health sites.
- c) At a minimum 15% of annual course offerings must be a Quit Smoking Now multi session course.
- d) Ensure that each Attendee signs in using the Department's approved form. Virtual courses require an electronic log of attendees. Submit the unredacted sign-in forms to the Contract Manager with the Quarterly Activity Report for the second quarter.
- e) Count Session Individual who attend one multi-session, a single session class or a Journey's class as participants for direct cessation minimums stated in this contract.
- f) Consider participant and facilitator safety when determining a class time, location, and the number of staff required to assist with the class.
- g) Ensure that inmates residing in a tobacco-free environment are not counted towards the minimum number of direct cessation class participants stated in this contract.
- h) Ensure Individuals do not attend a general population direct cessation classes more than three times within a fiscal year.
- i) Post course information within three business days of scheduling it or a minimum of two months in advance of the class start date.
- j) Notify each registered participant at the time of cancellation but no later than one business day of the cancellation. Provide written notice to the QAD within 24 hours of the emergency cancellation.
- k) Ensure that the QAD is notified of all requests to provide direct cessation to an individual under the age of 18, prior to registering or allowing the individual to attend a class. Copy the USF AHEC Program Office on all request to the QAD.
- l) Register participants for direct cessation in accordance with the following:
  - (1) Pre-register participants into TFFACT and prepare the required course paperwork prior to the class. Ensure registration forms are complete and attempt to collect any missing information from the participant before or after the class.
  - (2) Ensure walk-in participants complete the required class paperwork at the class location at a time when it does not interfere with the facilitation of the scheduled class. It is imperative that registration forms are completed for the evaluation of the program.

- (3) Ensure that walk-in participant registration data is entered into TFFACT within five business days from the date of class.
- m) Provide virtual or telehealth classes as follows:
- (1) Use Approved Cessation Curriculums under the following conditions:
    - a) When Individuals are unable to travel to a group in-person class.
    - b) When there is a pandemic or epidemic, an outbreak that affects a community or a large geographic area, and when there are stay at home orders to prevent the spread of disease and death.
    - c) To provide cessation support during catastrophic events in nature such as severe storms, hurricanes, tornados and floods.
    - d) To provide cessation services through telehealth in coordination with health systems and providers.
  - (2) Maintain an attendance log. Enter in TFFACT within five business days after the class. Submit log to Contract Manager with the quarterly report.
- n) Provide NRT, if medically appropriate, to individuals age 18 and older and who are registered and attending direct cessation courses as follows:
- (1) Distribute a maximum of 2 weeks of NRT in unopened boxes.
  - (2) Ensure all general population direct cessation courses and behavioral health course locations that allow NRT distribute single and combination NRT when a participant meets the requirements stated herein.
  - (3) Offer single NRT to Attendees who smoke eight or less cigarettes daily, or the equivalent smokeless tobacco. Offer combination NRT to Attendees who smoke nine or more cigarettes daily or the equivalent smokeless tobacco as follows:
    - (a) Single-session course Attendees may receive two weeks of single or combination NRT during a course. An additional two weeks of NRT can be provided within 30 days of attending a course at the participant's request.

- (b) Multi-session course Attendees may receive a maximum of four weeks of single or combination NRT during a course.
  - (c) Behavioral Health Course Attendees may receive a maximum of six weeks of single or combination NRT during a course with at least two weeks between distributions. This equates to 12 distributions at a maximum of 24 weeks of NRT per fiscal year for each individual.
- (4) Document and track NRT movement and distribution from purchase through to distribution to the Attendee. Input the NRT held by GSAHEC, facilitators, and all subcontractors into TFFACT. Include the amount of NRT by type, strength, lot number, expiration date, and location of NRT available for distribution through direct cessation. Update any NRT movement in TFFACT within five business days of the transaction.
- (5) Obtain NRT to use for projected participants each quarter. Ensure the NRT amounts requested are based on the average number of participants served from the prior quarter. Provide a copy of the average number of participants to the Department upon request. Document the amount of NRT expired, missing or damaged quarterly in TFFACT.
- o) Advise Attendees of all cessation resources available through TFF's Quit Your Way program and how to choose their own Quit Your Way option.
  - p) Enter all referrals into TFFACT within three business days of GSAHEC's receipt of the referral. Process referrals within three business days of receipt of the referral by contacting the referred tobacco user. Follow Department approved referral procedures posted in TFFACT. Include all referral activity in the Quarterly Activity Report.
  - q) Assist as requested with the Department's implementation of the fully integrated e-referral process.
  - r) Document completion of this task in the Quarterly Activity Report.
- 6) Conduct health care professional training using the currently approved tobacco dependence and treatment curriculum. Provide training to a minimum of 15 health care professionals each quarter of the contract. Provide tobacco control training to a minimum of 240 health care professionals each year of contract. For in-person training session, collect and maintain sign in sheets documenting participation. Collect and maintain participant rosters documenting participation for online training sessions. Submit copies of the sign in sheets and rosters with the Quarterly Activity Report.

- 7) Conduct health care student training using the currently approved tobacco dependence and treatment curriculum. Provide training to a minimum of 20 health care students each quarter of the contract. Provide tobacco control training to a minimum of 425 health care students each year of contract. For in-person training session collect and maintain sign-in sheets that redacts the student's information as required by the Family Educational Rights and Privacy Act. For on-line training sessions, collect and maintain participant rosters documenting participations. Submit copies of the sign in sheets and rosters with the Quarterly Activity Report.
  
- 8) Conduct systems change activities within health care delivery systems, behavioral health sites and social service organizations. Identify a total of at least six systems change targets for GSAHEC; included within those targets must be two behavioral health sites. GSAHEC is responsible for ensuring one system change site within the catchment area is a Social Service Organization. Ensure system change sites are identified no later than September 30 each year and included in the first quarter report, that consists of the following:
  - a) Continue the systems change strategies for health care delivery systems, behavioral health sites and social service organization as directed by the Department. Track the systems change activities in the Quarterly Activity Report. Use the following system change strategies:
    - (1) Advocate, educate, and conduct activities that result in adopting of tobacco free campus policies, the implementation of tobacco-user identification system and the provider referral reminder system into the health care delivery systems operating procedures, behavioral health sites operating procedures and the social service organization operating procedures
    - (2) Promote GSAHEC intervention by training health care providers, health care students, clinical staff, behavioral health site staff and social service organization staff on tobacco dependence treatment, motivational interviewing, and the Ask-Advise-Refer system.
    - (3) Act as a resource for clinicians, patients and behavioral health and social service organizations staff by providing ready access to all TFF's cessation services and self-help materials using the approved Health Care Provider Referral Form, as well as information on effective tobacco cessation medications, and assessing the delivery of direct cessation services at health care delivery systems.
  - b) Complete the Systems Change Research Template in TFFACT and the Health Care Systems Change Work Plan for all selected health care systems change entities, behavioral health sites, and social service organizations.
    - (1) Work with Target sites to have them complete an annual assessment of system change activities. Included in this report will be any progress made from the prior year assessment to current year. Submit Annual assessment report to USF AHEC Program

Office and the Health Systems Consultant by September 30 each year and include a copy in the First Quarterly Activity Report.

- (2) Use the most recent up to date systems change template in TFFACT for quarterly reporting. For behavioral health sites, report specifically on the progress of developing a tobacco-free campus within those sites and submit it with the Quarterly Activity Report no later than September 30 of each year.
  - (4) For the second, third, and fourth quarter, complete the Systems Change Template in TFFACT for all currently selected health care systems change entities, behavioral health sites and social service organization with which work activities have occurred and submit them with the corresponding Quarterly Activity Report.
  - (5) Work with BTFF Health Exemption Partners as directed by the department throughout the contract term. GSAHEC must identify system change progress with partners in their catchment area. Include provider trainings and number of referrals from organizations which have received Health Exemption funding. These organizations may be included as part of the System Change targets identified by GSAHEC.
  - (6) Meet quarterly with the Department's Systems Change Consultant and USFAHEC Program Office to identify the Health Care Delivery Systems. Monitor referrals from select healthcare delivery systems, system change activities and coordinate such activities.
- 9) Provide annual training to CareerSource site(s) that participate in BTFF's eReferral or Automated Referral program. Track the trainings in TFFACT. Submit the training dates to the BTFF CareerSource Program Manager and USF AHEC Program Office by June 30 of each contract year. Have each attendee complete a sign-in sheet, including signatures, and submit it with the Quarterly Activity Report. If the CareerSource site does not wish to participate in the program, please provide the USF AHEC Program Office with the correspondence from CareerSource refusing participation in the program.
- 10) Participate in the Group Quit Gift Card Incentive Program. GSAHEC must market the program as advised by the Department. Ensure the following requirements are met:
- a) GSAHEC will order and distribute gift cards to eligible Group Quit participants.
  - b) Use the gift card monitoring forms to track and monitor the purchased gift cards and submit a copy with the quarterly invoice.
  - c) GSAHEC will distribute the gift cards November 1, 2023, through January 31, 2024, or as advised by the department.
- 11) Email the current approved tobacco-related curricula and training materials, training curriculum, documents, and forms to the USF AHEC Program Office no later than August 1 of each year.

- 12) Prepare the Quarterly Activity Report, using the Department approved form, and email it to the USF AHEC Program Office no later than 15 days from the end of each quarter. Ensure that each report includes GSAHEC and its subcontractors activities. Submit the Quarterly Activity Report in the approved Department format and to include all items required in this contract and the following:
  - a) The total number of direct cessation classes by date, type (multi session, single session on-demand, virtual and Journeys) county, and location address.
  - b) The number of Session Individuals who attended a single session, multi session and Journeys class, the total number of multi sessions attended, and the total number of Session Individuals attending GSAHEC's cessation classes during the quarter.
  - c) For the second quarter only, include the unredacted sign in sheets for the direct cessation classes.
  - d) A list by Attendee of the total number of weeks of NRT distributed by course date, type, and strength. Include the NRT expiration date and lot number and provide the number of participants receiving combination or single NRT by type (patch, lozenge, or gum).
  - e) A quarterly promotion report of paid placement of marketing and promotional materials done by GSAHEC.
  - f) Facilitator monitoring reports for the quarter the action was performed.
  - g) A current listing of all full and part-time staff members and contracted facilitators that is updated each quarter.
- b. Deliverables: GSAHEC will provide the following deliverables in the time and manner specified:
  - 1) Quarterly: Tobacco Cessation training and services, with supporting documentation as specified in Task B.1.a.1) through Task B.1.a.12).
- c. Performance Measures: The deliverables must be met at this minimum level of performance:
  - 1) Deliverable B.1.b.1):
    - a) Administrative procedures and requirements must be conducted as specified.
    - b) Facilitators must be trained as specified.
    - c) Facilitators must be monitored as specified.
    - d) The program and direct cessation classes must be marketed and promoted as specified.
    - e) Direct cessation must be provided as specified.
    - f) Approved single session, multi session and Journeys curricula must be used as specified.
    - g) Adhere to TTQ class offerings as specified.

- h) Adhere to QSN class offerings as specified.
- i) Direct Cessation participants must be registered as specified.
- j) Direct Cessation NRT must be distributed and documented as specified.
- k) Obtain NRT for projected participants as specified.
- l) Referrals must be entered as specified.
- m) Health care professionals must receive training as specified.
- n) Copies of health care professional training session sign in sheets & roster documentation must be submitted as specified.
- o) Health care students must receive training as specified.
- p) Copies of health care student training session sign in sheets & roster documentation must be submitted as specified.
- q) Health care delivery system change activities must be conducted and supporting documentation must be submitted as specified.
- r) Social service organization and Behavioral Health Site system change activities must be conducted and supporting documentation must be submitted as specified.
- s) Provide annual training to CareerSource partners and submit dates as specified.
- t) Participate in the Group Quit Incentive Program as specified.
- u) The Quarterly Activity Report must be submitted and posted as specified.

2. Financial Consequences: If GSAHEC does not provide a deliverable in the time and manner as specified in Section B.1.b., the following financial consequences will be assessed:

a. Deliverable B.1.b.1):

- 1) Failure to conduct administrative procedures and requirements as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 2) Failure to adhere to training requirements will result in a \$2000.00 reduction in the that quarter's payment amount for each facilitator not trained.
- 3) Failure to monitor facilitators as specified will result in a \$2,000.00 reduction in that quarter's payment amount for each facilitator not monitored.
- 4) Failure to market and promote the program and direct cessation classes as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 5) Failure to provide direct cessation as specified will result in a \$5,000 reduction in the fourth quarter's payment amount.
- 6) Failure to use approved single session curriculum, multi session curriculum and Journeys curriculum as specified will result in a \$2,500.00 reduction in that quarter's payment amount for each class not completed as specified.
- 7) Failure to conduct Tools to Quit Classes as specified will result in a \$2500 reduction in that quarter's payment amount.



- 8) Failure to conduct Quit Smoking Now Multi Session courses as specified will result in a \$2500 reduction in that quarter's payment.
- 9) Failure to register participants as specified will result in a \$500.00 reduction in that quarter's payment amount for each participant not registered.
- 10) Failure to distribute and document Direct Cessation NRT as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 11) Failure to use all the ordered NRT as specified will result in the following reduction from that quarter's invoice:
  - a) 76 to 150 boxes of expired, missing or damaged NRT will result in a \$1,500.00 reduction from that quarter's invoice amount.
  - b) 151 to 225 boxes remaining of unused NRT will result in a \$3,000.00 reduction from that quarter's invoice amount.
  - c) 226 to 300 boxes remaining of unused NRT will result in a \$4,500.00 reduction from that quarter's invoice amount.
  - d) 301 to 375 boxes remaining of unused NRT will result in a \$6,000.00 reduction from that quarter's invoice amount.
  - e) 376 or more boxes remaining of unused NRT will result in a \$7,500.00 reduction from that quarter's invoice amount.
- 12) Failure to enter referrals as specified will result in a \$1,000.00 reduction in that quarter's payment amount.
- 13) Failure to provide training to a minimum of 240 health care professionals annually will result in a \$500.00 reduction in that quarter's payment amount.
- 14) Failure to submit copies of health care professionals training session sign in sheets as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 15) Failure to provide training to a minimum of 425 health care students annually will result in a \$500.00 reduction in in that quarter's payment amount.
- 16) Failure to submit copies of healthcare student training session sign in sheets as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 17) Failure to conduct health care delivery system change and submit supporting documentation as specified will result in a \$500.00 reduction in that quarter's payment amount.

- 18) Failure to conduct social service organization system change and Behavioral Health site system change and submit supporting documentation as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 19) Failure to provide training at CareerSource Sites and submit supporting documentation as specified will result in a \$500.00 reduction in that quarter's payment amount.
- 20) Failure to participate in the Group Quit Gift Card Program as specified will result in a \$2000.00 reduction in that quarter's payment amount.
- 21) Failure to submit the Quarterly Activity Report as specified will result in a \$500.00 reduction in that quarter's payment amount.

3. Service Location and Times:

- a. Service Delivery Location: GSAHEC will provide services in its catchment area. Service delivery locations must be coordinated to maximize efficiency in effectively providing services under this contract.
- b. Service Times: GSAHEC will conduct tobacco related services at times determined between GSAHEC, USF AHEC Program Office and the Department to best reach the target populations and address the goals of the program. At a minimum, this will be Monday through Friday, excluding state of Florida holidays.
- c. Changes in Location: GSAHEC and its subcontractors are responsible for approval of changes in location for activities within its service area. The Contract Manager and USF AHEC Program Office must be notified in writing of any changes in location immediately after it is known by GSAHEC that a location change is to be made.

4. Staffing Requirements:

- a. Staffing Levels: GSAHEC must maintain an adequate administrative organizational structure and support staff levels necessary to deliver the agreed upon activities and initiatives as specified under this contract.
- b. Professional Qualifications: GSAHEC must ensure that direct cessation course facilitators are trained in accordance with the requirements set forth in this contract.
- c. Staffing Changes: Notify the USF AHEC Program Office and the Contract Manager in writing within three business days of the staffing change that will affect GSAHEC's ability to complete the deliverables under the contract.

C. Method of Payment

1. Payment: This is a cost-reimbursable contract. Payments will be made to GSAHEC quarterly. Total payment will not exceed \$897,850.00 annually. Quarterly invoices must be submitted to the USF AHEC Program Office using the approved QuickBooks financial reporting template and a properly completed, signed, and approved expense report/invoice.

Expense report/invoice must include current and cumulative expenditures and be accompanied by original documentation to support the expenditures incurred within the 2024-2025 fiscal year.

2. Unit of Service: A unit of service will consist of one-quarter of completed required deliverables, as specified in Section B.1.b. A quarter of deliverables will include all deliverables due in that quarter, including monthly or annual deliverables scheduled for delivery in a specified quarter.
3. Invoice Requirements:
  - a. GSAHEC must request payment on a quarterly basis through submission of a properly completed invoice within 15 days following the end of the quarter for which payment is being requested.
  - b. The invoice must be on GSAHEC's letterhead including the contract number, the quarter and months being invoiced, the FEIN number, the name of the Contract Manager, signature line for GSAHEC's representative and invoice amount.
  - c. Attestation Statement: The following statement must be included on all quarterly invoices submitted by GSAHEC: *"On behalf of, and binding to GSAHEC, I understand that by submitting the quarterly report, I am certifying as recognized under Chapter 668, Florida Statutes, that 100 percent of the tobacco prevention contract funds have been spent on tobacco prevention and control activities as provided in the contract."*
4. Supporting Documentation Requirements:
  - a. Budget: Attach a copy of the Department approved budget and budget justification for the initial contract year upon contract execution. Each subsequent contract year, the budget must be submitted to the Contract Manager and USF AHEC Program Office for approval by May 15. Any revisions to an approved budget or budget justification must be submitted to the USF AHEC Program Office and Contract Manager for review and approval prior to implementation.
  - b. Quarterly Financial Report: For the first through fourth quarters, prepare a quarterly financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract and submit it to the USF AHEC Program Office within 15 calendar days following the end of quarters 1-3. Quarter 4 report is due 7 days following the end of the quarter.
5. Financial Specifications:
  - a. Travel Reimbursement: All travel reimbursements under this contract must be in compliance with section 112.061, Florida Statutes.
  - b. Marketing and Promotion Costs: GSAHEC is responsible for all costs associated with marketing and promotion beyond what is provided by the USF AHEC Program Office and the Department.

D. Special Provisions:

1. Contract Renewal: This contract may be renewed on a yearly basis for no more than three years beyond the initial contract or for the term of the original contract, whichever is longer and under the same terms and conditions as the original contract. Renewals must be in writing, made by mutual agreement, and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department.
2. Background Screening: GSAHEC will ensure its staff, subcontracted staff and volunteers who have direct service contact with minor clients (17 years of age or younger) or persons with disabilities have a background screening or criminal history background check (state and national) as provided in section 943.0542(2), Florida Statutes. If there are questions as to whether a background screening is required for particular position the subcontracted provider or volunteer should consult with the USF AHEC Program Office. Initial background screening includes fingerprint checks through the Florida Department of Law Enforcement and the Federal Bureau of Investigation. GSAHEC must initiate background screening, including fingerprinting, at the time an applicant or subcontractor accepts a job offer or a volunteer agrees to perform services for the organization. No employee or volunteer or subcontractor service provider will remain in service with GSAHEC with a background screening reflects the offenses listed in section 435.04(2), Florida Statutes. The background screening results will be retained on file at GSAHEC's location and made available for review during GSAHEC's monitoring. Failure to comply with background screening requirements may result in the termination of this agreement. GSAHEC does not have to re-screen staff or subcontracted staff that has been previously screened for purposes of employment or due licensure within the last five years, provided the background screening results is made available to GSAHEC. GSAHEC is responsible for ensuring all needed background screenings and fingerprint checks are conducted accordingly.
3. Force Majeure: GSAHEC may be excused from liability for the failure or delay in performance of any obligation under this Contract for any event beyond GSAHEC's reasonable control, including but not limited to, Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, any strike or labor disturbance. Such excuse from liability is effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that GSAHEC or its employees, including any subcontracted providers, have not caused such event(s) to occur. If GSAHEC believes an excusable delay has occurred, GSAHEC must notify the Department in writing of the delay or potential delay within five business days after its occurrence for review and approval (which will not be unreasonably withheld) and include at a minimum, a description of the delay, date the force majeure event occurred including the duration, and the tasks and deliverables affected by the delay. GSAHEC will not be entitled to an increase in the Contract price or payment of any kind from the Department for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. All delivery dates under this Contract that have been affected by the force majeure event is tolled for the duration of such force majeure event. If the contract is tolled for any reason, GSAHEC is not entitled to payment for the days services were not rendered and no financial consequences will be assessed by the Department for that affected task(s) or deliverable. In the event a force majeure event persists for 30 days or more, the USF AHEC Program Office and the Department may terminate this Contract at its sole discretion upon written notice being given to GSAHEC.

4. CDC Best Practices: The Florida Constitution requires that the Department and GSAHEC must conform to the Center for Disease Control's Best Practices for Comprehensive Tobacco Control Programs, as amended in 2014, to be used as the statutorily-mandated guiding document.
5. Tobacco Staff Compliance: Ensure that work for any tobacco-related product company is not performed by staff during the term of this contract and ensure that any subcontractors under this contract also do not perform work for any tobacco-related product company while under subcontract. Attestations of staff and subcontractor compliance with this requirement must be provided upon request by the Department.
6. Standard Contract, (between the University of South Florida and the Department), Section I, Paragraph D., Monitoring, is deleted in its entirety and replaced with the following:

Monitoring by the Department: To permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of GSAHEC, which are relevant to this contract, and interview any clients and employees of GSAHEC to assure the Department of satisfactory performance of the terms and conditions of this contract. The Department must be permitted access to such records only as authorized or permitted by federal law and the laws of the state of Florida. Following such inspection, the Department will deliver to GSAHEC a list of its comments with regard to the manner in which said goods or services are being provided. GSAHEC will rectify all noted deficiencies within the specified period of time set forth in the comments, or provide the Department with a reasonable and acceptable justification, as determined by the Department, for not correcting the noted shortcomings. GSAHEC's failure to correct or justify within the time specified result in the withholding of payments, being deemed in breach or default, or termination of this contract.

7. Standard Contract, (between the University of South Florida and the Department), Section I, Paragraph I., Return of Funds, is deleted in its entirety and replaced with the following:

Return of Funds: Return to the Department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were disbursed to GSAHEC by the Department. In the event that GSAHEC or its independent auditor discovers that overpayment has been made, GSAHEC will repay the overpayment within 40 calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify GSAHEC in writing of such a finding.

8. Standard Contract, (between the University of South Florida and the Department), Section I, Paragraph R., Patents, Copyrights and Royalties, is deleted in its entirety and replaced as follows:

Patents, Copyrights, and Royalties

- a. GSAHEC will retain ownership of all intellectual property developed as part of this contract in accordance with section 1004.23, Florida Statutes. Intellectual property includes all copyrights, trademarks, and patentable developments.
- b. GSAHEC must notify the Florida Department of State of any intellectual property developed as part of this contract in accordance with section 1004.23, Florida

Statutes. GSAHEC grants the state of Florida an irrevocable, nonexclusive, and royalty-free license to use all intellectual property developed under this contract for the complete lifetime of the intellectual property rights.

- c. If this contract is paid for with federal funds, GSAHEC will grant the awarding federal agency an irrevocable, nonexclusive, and royalty-free license to use all intellectual property developed under this contract for the complete lifetime of the intellectual property rights.

- 9. Standard Contract, (between the University of South Florida and the Department), Section III, Paragraph 8.1., Termination at Will, is deleted in its entirety and replaced as follows:

Termination at Will: This contract may be terminated by either party upon no less than 90 calendar days' notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. The notice must be delivered by certified mail, return receipt requested, or in person with proof of delivery.

**END OF TEXT**

# Budget Narrative

| <b>Provider Name:</b> Gulfcoast South AHEC, Inc.   |   |  |                             |                        |   |                               |                              |
|--|---|--|-----------------------------|------------------------|---|-------------------------------|------------------------------|
| <b>Annual Contract Period Budget Information</b>   |   |  |                             |                        |   |                               |                              |
| <b>Budget Start Date:</b> 7/1/2024   | <b>Budget End Date:</b> 6/30/2025   |  |                             |                        |   |                               |                              |
| <b>Budget Amount:</b> \$ 897,850.00  |   |  |                             |                        |   |                               |                              |
| <b>A. DIRECT PROGRAM COST</b>  |   |  |                             |                        |   |                               |                              |
| <b>A.1: SALARIES: This section must be completed for staff that perform tasks directly related to the contract deliverables.</b>             |   |  |                             |                        |   |                               |                              |
| Last Name  | First Name  | Job Position                             | Full-Time Employment Status | Employee Annual Salary | Employment Status Allocated to Contract | %Salary Allocated to Contract | Amount Allocated to Contract |
| Byars  | Donna   | Fiscal & Administrative Coordinator      | 1.00                        | \$ 65,464.28           | PT                                      | 90%                           | \$ 58,917.85                 |
| Davis  | Joelle  | Tobacco Program Assistant                | 1.00                        | \$ 45,423.00           | FT                                      | 100%                          | \$ 45,423.00                 |
| Dixon  | Joan  | Director of Student Programs             | 1.00                        | \$ 71,625.23           | PT                                      | 40%                           | \$ 28,650.09                 |
| Horner   | Nathan  | Tobacco Cessation Specialist             | 1.00                        | \$ 69,810.19           | FT                                      | 100%                          | \$ 69,810.19                 |
| Marquez  | Nicole  | Tobacco Program Manager                  | 1.00                        | \$ 66,314.88           | FT                                      | 100%                          | \$ 66,314.88                 |
| Martinez   | Jordan  | Special Projects & Marketing Coordinator | 1.00                        | \$ 46,212.50           | PT                                      | 85%                           | \$ 39,280.62                 |
| Mora   | Ansley  | Chief Executive Officer                  | 1.00                        | \$ 99,933.69           | PT                                      | 85%                           | \$ 84,943.63                 |
| Soucy  | Heather   | Tobacco Cessation Specialist             | 1.00                        | \$ 52,183.20           | FT                                      | 100%                          | \$ 52,183.20                 |
| <b>Total of Direct Salaries Allocated:</b>   |   |  |                             |                        |   |                               | <b>\$ 445,523.46</b>         |
| <b>A.2: FRINGE BENEFITS: This section is for fringe benefits for staff that perform tasks directly related to the contract deliverables.</b> |   |  |                             |                        |   |                               |                              |
| Item of Cost   | Details on Item of Cost   |  |                             |                        |   | Employee Annual Fringe        | Amount Allocated to Contract |
| Byars, Donna   | 90% - Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurance, disability, and retirement.  |  |                             |                        |   | \$ 12,769.30                  | \$ 11,492.37                 |
| Davis, Joelle  | Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurance, disability, and retirement.  |  |                             |                        |   | \$ 22,397.29                  | \$ 22,397.29                 |
| Dixon, Joan  | 40% - Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurances, disability, and retirement.   |  |                             |                        |   | \$ 26,288.21                  | \$ 10,515.28                 |
| Horner, Nathan   | Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurance, disability, and retirement.  |  |                             |                        |   | \$ 21,002.66                  | \$ 21,002.66                 |
| Marquez, Nicole  | Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurance, disability, and retirement.  |  |                             |                        |   | \$ 11,978.84                  | \$ 11,978.84                 |
| Martinez, Jordan   | 85% - Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurances, disability, and retirement.   |  |                             |                        |   | \$ 15,366.64                  | \$ 13,061.65                 |
| Mora, Ansley   | 85% - Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurances, disability, and retirement.   |  |                             |                        |   | \$ 31,184.97                  | \$ 26,507.22                 |
| Soucy, Heather   | Fringe to include: cellphone allowance, FICA and Medicare payroll expense, health, dental and/or vision, life insurance, disability, and retirement.  |  |                             |                        |   | \$ 17,304.38                  | \$ 17,304.38                 |
| FL Reemployment Insurance  | Provision of employer paid taxes for supplemental wages to eligible employees.  |  |                             |                        |   | 80%                           | \$ 150.00                    |
| Workers' Compensation Insurance  | Provision of employer paid Workers' Compensation insurance for eligible employees.  |  |                             |                        |   | 80%                           | \$ 1,500.00                  |
| <b>Total of Fringe Benefits Allocated:</b>   |   |  |                             |                        |   | <b>\$ 135,579.69</b>          |                              |
| <b>A.3: DIRECT EXPENSE: This section is for expense directly related to the performance of the deliverables for the contract.</b>            |   |  |                             |                        |   |                               |                              |
| Item of Cost   | Explanation of Need   |  |                             |                        |   |                               | Amount Allocated to Contract |
| Consultants/Facilitators   | The cost required to pay consultants to support the AHEC Training and Systems Change activities.  |  |                             |                        |   |                               | \$ 48,000.00                 |
| Educational Materials/Pubs   | The cost to purchase externally created items/publications & materials for use in the training of students, professionals or tobacco cessation participants.  |  |                             |                        |   |                               | \$ 1,500.00                  |
| Incentives   |   |  |                             |                        |   |                               | \$ -                         |
| Marketing  | Expenses related to placing print advertisements, radio/tv/social media advertisements, exhibiting at conferences, and messaging services to reach providers/partners to promote the Program and expand reach.                        |  |                             |                        |   |                               | \$ 40,000.00                 |
| Meeting Expenses   | The cost required to support the Program activities including off-site facilities, fees for room rental, AV equipment rental, and other fees.   |  |                             |                        |   |                               | \$ 200.00                    |
| Nicotine Replacement Therapy   | The purchase of approved Nicotine Replacement Therapy (NRT) including patches, gum, and lozenges for use by Program participants.   |  |                             |                        |   |                               | \$ 50,000.00                 |
| Postage & Shipping   | The cost required to mail/ship materials via US Postal Services or other private carriers to support the Program.   |  |                             |                        |   |                               | \$ 2,500.00                  |
| Printing   | Expenses associated with the internal or external production & replication of Department approved materials (i.e. curriculums, brochures, posters), as well as AHEC-produced curricula and training materials to support the Program. |  |                             |                        |   |                               | \$ 10,000.00                 |
| Promotional Materials  | Expenses related to purchasing approved promotional items to promote the Program in the community and increase reach.   |  |                             |                        |   |                               | \$ 15,000.00                 |
| Staff Recruitment and Development  | Expenses related to recruitment/hiring of tobacco staff and to support staff professional development in order to enhance the delivery of cessation services.   |  |                             |                        |   |                               | \$ 2,000.00                  |
| Supplies   | The cost of consumable general office supplies, minor equipment purchases (such as headsets and cameras), software in addition to computers and cell phones required for delivery of Program activities.                              |  |                             |                        |   |                               | \$ 9,746.85                  |
| Subcontracts/Affiliation Agreements  | The cost required to support subcontracts to educational institutions for health professional student training and activities to support the training of health professionals.  |  |                             |                        |   |                               | \$ 14,000.00                 |
| Travel   | Expenses reimbursed in accordance with state travel laws, including local and over-night travel w/registration fees, hotel cost, per diem, rental cars, flights, tolls, parking, and mileage to support the Program.                  |  |                             |                        |   |                               | \$ 17,000.00                 |

# Budget Narrative

Contract #: \_\_\_\_\_

| Accounting and Audits   | 80% of the expense of the project-specific audit of a non-state entity with more than \$500,000 in state financial assistance.   | \$   | 19,600.00            |                 |                   |                      |                      |
|---|--|--|----------------------|-----------------|-------------------|----------------------|----------------------|
| Equipment Purchase or Lease   | 80% of the cost to purchase or lease necessary equipment or any non-expendable property with a life expectancy of at least a year in excess of \$2,500 in purchase price.  | \$   | 4,000.00             |                 |                   |                      |                      |
| Insurance: Liability, Other   | 80% of the cost required to purchase insurance coverage to operate the Program, not including Workers' Compensation insurance, reported in Fringe Benefits   | \$   | 7,000.00             |                 |                   |                      |                      |
| Maintenance: Office & Equipment   | 80% of the cost to pay for maintenance of office and equipment to support the Program, including janitorial/custodial services, computer or copier maintenance contracts/expenses, or grounds or other facility maintenance not covered by rent.   | \$   | 4,500.00             |                 |                   |                      |                      |
| Phone, Internet Service & Utilities   | 80% of the cost required to pay for program-related telephone calls, internet service, Zoom or other subscription/services, and website support. In addition, the Program-related portion of electricity, water, sewage, and garbage expenses.   | \$   | 9,700.00             |                 |                   |                      |                      |
| Rent  | 80% of the cost of facility space required to operate the Program and provide sufficient storage for the tobacco supplies, promotional and education materials, safe storage for NRT, and locked offices for the Tobacco Cessation Specialists to protect cessation class participants' information. | \$   | 62,000.00            |                 |                   |                      |                      |
| <b>Total Direct Expenses Allocated:</b>   |  | \$   | <b>316,746.85</b>    |                 |                   |                      |                      |
|   |  | <b>TOTAL DIRECT PROGRAM ALLOCATION:</b> \$ <b>897,850.00</b> |                      |                 |                   |                      |                      |
| <b>B. ADMINISTRATIVE EXPENSE (including indirect expense)</b>   |  |  |                      |                 |                   |                      |                      |
| <b>B.1: SALARIES: This section must be completed for staff that perform administrative service related to the contract. These salaries can readily be identified.</b>           |  |  |                      |                 |                   |                      |                      |
| Last Name   | First Name   | Job Position   | Full-Time Employment | Employee Annual | Employment Status | %Salary Allocated to | Amount Allocated to  |
|   |  |  |                      |                 |                   |                      |                      |
| <b>Total of Administrative Salaries Allocated:</b>  |  |  |                      |                 |                   |                      | \$ -                 |
| <b>B.2: FRINGE BENEFITS: This section is for fringe benefits for staff performing administrative service related to the contract. These salaries can readily be identified.</b> |  |  |                      |                 |                   |                      |                      |
| Item of Cost  | Details on Item of Cost  |  |                      |                 |                   |                      | Amount Allocated to  |
|   |  |  |                      |                 |                   |                      |                      |
| <b>Total of Administrative Fringe Benefits Allocated:</b>   |  |  |                      |                 |                   |                      | \$ -                 |
| <b>B.3: Administrative Expense: This section is for expenses related to the administrative activities associated with the contract.</b>   |  |  |                      |                 |                   |                      |                      |
| Item of Cost  | Explanation of Need  |  |                      |                 |                   |                      | Amount Allocated to  |
|   |  |  |                      |                 |                   |                      |                      |
| <b>Administrative Expenses Allocated:</b>   |  |  |                      |                 |                   |                      | \$ -                 |
| <b>TOTAL ADMINISTRATIVE EXPENSE ALLOCATION:</b>   |  |  |                      |                 |                   |                      | \$ -                 |
| <b>TOTAL CONTRACT BUDGET ALLOCATION:</b>  |  |  |                      |                 |                   |                      | \$ <b>897,850.00</b> |



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| Completed                      | Security Checked | 7/5/2024 11:48:34 AM  |

| <b>Payment Events</b> | <b>Status</b> | <b>Timestamps</b> |
|-----------------------|---------------|-------------------|
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