

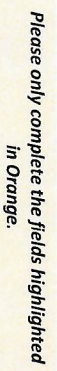
Full Time Equivalent (FTE):

Total Personnel Costs \$ -

Total Operating Expenditures	\$ 5,000	\$ -	\$ 5,000
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Total Capital Outlay \$ -

Total Revenue/Donations \$	5,000
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Title: Central Dist Health: Partnership for Success Mini Grant

Title: **Central Dist Health: Partnership for Success Mini Grant**

Department Name: Police

Presenting Department Name: Police

Department #: 2135

Primary Funding Source:	20
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CLP#:	
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Project #: 5041

Is this for an Emergency? ☐ Yes ☒ No

New Level of Service? ☐ Yes ☒ No

Clerks Office Stamp

Date of Council Approval

Date _____

REVIEWED

BP 01/27/2022

Chief Financial Officer

Approved Treg Bernt 1:00pm 2/10/2022

Council Liaison

2-10-22

Mayor

Total Amendment Request \$

City of Meridian FY2022 Budget Amendment Form

Department Name: Police

Title: Central Dist Health: Partnership for Success Mini Grant

Prior Year(s) Funding	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	Instructions for Submitting Budget Amendments:
Operating	\$ 5,000	\$ -	\$ -	\$ -	\$ -	> Department will send Amendment with Directors signature to Finance (Budget Analyst) for review
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	> Finance will send Amendment to Council Liaison for signature
Total	\$ -	\$ 5,000	\$ -	\$ -	\$ -	> Council Liaison will send signed Amendment to Mayor
						> Mayor will send signed Amendment to Finance (Budget Analyst)
						> Finance (Budget Analyst) will send approved copy of Amendment to Department
						> Department will add copy of Amendment to Council Agenda using Novus Agenda Manager

Total Estimated Project Cost: \$ 5,000

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?

Spend Authority of \$5,000 to print 'Drug Free Zone' signs for placement at schools in the West Ada School District.

2. Why was this budget request not submitted during the current fiscal year budget cycle?

Grant was awarded January 2022 - funding opportunity was not known during the FY22 budget cycle.

3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?

Grant was awarded January 2022 and funding must be spent prior to 6/30/22 - States fiscal year.

4. Describe the proposed method of funding? If funding is split between Funds (i.e. General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.

Grant revenue - revenue neutral budget request. Reimbursement grant funding from the State of Idaho.

5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?

Yes

6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.

No.

7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)

No

8. Is the amendment going to result in the disposal of an asset? (Yes or No)

No

9. Any additional comments?

Total Amendment Request \$ -

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments.

Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.

CENTRAL DISTRICT HEALTH Subgrant Agreement

Subgrantee: City of Meridian

Subgrantee's Federal I.D. No. 82-6000225

CFDA Number and Title: 93.243 Partnership for Success Grant

DUNS Number: 028451367

Subgrant Amount: \$5,000.00

This subgrant outlines the relationship between Central District Health, hereinafter referred to as CDH, and the City of Meridian, hereinafter referred to as the Subgrantee, for the purposes of achieving the objectives of the Idaho Office of Drug Policy Partnerships for Success subgrant deliverables. This subgrant is expected to be effective as of January 1, 2022, and will expire on June 15, 2022.

The Subgrantee agrees to provide, and CDH agrees to accept the services detailed in the Scope of Work.

Subgrant Terms and Conditions

1. **Subgrant Effectiveness and Renewal.** It is understood that this subgrant or any amendment is effective when it is signed by all parties, or at a later date if specified in the subgrant or amendment. Any extension or amendment of this subgrant shall be in writing, signed by both parties.
2. **Performance.** The failure of CDH to require strict performance of any term or condition of this agreement or to exercise any option herein, in any one or all instances shall not be construed to be a waiver or relinquishment of any such term or condition. The same shall be and remain in full force and effect unless there is a prior written waiver by CDH.
3. **Fiscal Records.** The Subgrantee agrees to maintain all fiscal records, including its books, audit papers, documents, and any other evidence of accounting procedures and practices, which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this subgrant. These records shall be available for and subject to inspection, review or audit and copying by CDH.
4. **Records.** The Subgrantee shall maintain all records and documents relevant to this subgrant for three years from the date of final payment. CDH shall have full access to and the right to inspect, review, and audit any of these materials during the retention period. If an audit, litigation, or other action involving records is initiated before the three-year period has expired, the records must be retained until all issues arising out of such action are resolved, or until an additional three-year period has passed, whichever is later.
5. **Monitoring.** The Subgrantee shall be monitored on a frequency to be determined by CDH and the program shall be periodically reviewed. The results of this program review may be used, with other information, to evaluate the Subgrantee's provision of services funded by this subgrant.
6. **The Subgrantee's status under the subgrant shall be that of an independent subgrantee and not that of an agent or employee of CDH.** The Subgrantee shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items.
7. **Confidentiality.** The Subgrantee shall comply with all applicable state and federal laws, rules, and regulations concerning confidentiality. CDH will furnish the Subgrantee with copies of applicable statutes, rules, and regulations upon receipt of a written request from the Subgrantee.

8. HIPAA. The Subgrantee acknowledges that it may have an obligation, independent of this subgrant, to comply with the Health Insurance Portability and Accountability Act (HIPAA), Sections 262 and 264 of Public Law 104-191, 42 USC Section 1320d, and federal regulations at 45 CFR Parts 160, 162 and 164. If applicable, Subgrantee shall comply with all amendments to the law and federal regulations made during the term of the subgrant.
9. Lobbying.
 - a. Influence. The subgrantee certifies that none of the funds provided by this subgrant have been paid or will be paid by or on behalf of the Subgrantee to any person for influencing or attempting to influence an officer or employee of any governmental agency, a member, officer or employee of Congress or the State Legislature in connection with the awarding, continuation, renewal, amendment, or modification of any contract, subgrant, loan or cooperative agreement.
 - b. Standard Form LLL. If any funds, other than funds provided by this subgrant, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any governmental agency, a member, officer or employee of Congress or the State Legislature in connection with the subgrant, the Subgrantee shall complete and submit Standard Form LLL, 'Disclosure Form to Report Lobbying', in accordance with its instructions, and a copy of Standard Form LLL to CDH.
 - c. False Statement. The Subgrantee understands that a false statement of this certification may be grounds for rejection or termination of the subgrant, and that their signature upon this 'Standard Subgrant' is a material representation of fact upon which reliance was placed when this subgrant was made or entered into. In addition, under Section 1352, Title 31 U.S. Code, a false statement shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such false statement.
10. Single Audit Act. The Subgrantee acknowledges that it may have an obligation; independent of this subgrant, to comply with the terms of the "Single Audit Act" of 1984. Funds provided under the subgrant may be used to pay for compliance with this act in proportion to other funding sources available to the Subgrantee for the services provided pursuant to the subgrant.
11. Termination for Convenience. CDH or the Subgrantee may cancel this subgrant at any time without cause upon 30 calendar days' written notice specifying the date of termination. The obligations and liabilities of the parties shall cease upon the date of termination except that the obligations or liabilities incurred prior to the termination date shall be honored.
12. Appropriation by Legislature Required. CDH is a government entity, and this agreement shall in no way or manner be construed so as to bind or obligate the CDH beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. CDH reserves the right to terminate this agreement in whole or in part (or any order placed under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds as may be required for CDH to continue such payments or rescinds or requires any return or "give-back" of funds required for CDH to continue payments, or if the Executive Branch mandates any cuts or holdbacks in spending. All affected future rights and liabilities of the parties hereto shall thereupon cease within ten calendar days after notice to the Subgrantee. It is understood and agreed that CDH's payments herein provided from shall be paid from Idaho State Legislative appropriations.

In Witness whereof, the parties have executed this agreement.

SUBGRANTEE:

Kendall Nagy

Kendall Nagy
Substance Abuse Prevention Coordinator &
Meridian Anti-Drug Coalition Director

Date: 1/6/22

CENTRAL DISTRICT HEALTH:

Russell A. Duke

(acting) [Signature]
District Director, Central District Health

Date: 1/11/22

Scope of Work

GENERAL REQUIREMENTS

- A. This subgrant is funded by the Idaho Office of Drug Policy, awarded October 1, 2018, through the Substance Abuse and Mental Health Services Administration (SAMHSA), [Catalog of Federal Domestic Assistance (CFDA) number 93.243, Federal Award Identification Number (FAIN) SP080981-01.
- B. The purpose of this subgrant is to support the goals and objectives of the Partnerships for Success Grant.
- C. The Subgrantee shall comply with the CDH policy on meals and refreshments, a copy will be provided by CDH upon request.
- D. The Subgrantee shall adhere to the following:
 - 1. For State, Local, and Tribal: Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments. www.ecfr.gov – CFR Title 45 Part 75.
- E. The Subgrantee shall read and comply with the 2018-2023 Partnership for Success Grant guidance, a copy will be provided upon request.
- F. The Subgrantee shall receive prior written approval from CDH for any deviations from the budgeted services or activities. The Subgrantee shall be financially responsible for costs deemed unallowable or unapproved by the subgrant monitor. Unallowable costs are outlined in Cost/Billing Procedures, paragraph B.
- G. The Subgrantee shall share with staff, as applicable, to ensure their knowledge of the expectations and ability to meet subgrant and compliance requirements.
- H. The Subgrantee shall maintain staffing with the knowledge and skills to accomplish subgrant services and activities. Changes in key staff positions shall be reported to the subgrant monitor within 30 calendar days.
- I. The Subgrantee shall comply with all programmatic and financial monitoring activities required by CDH as outlined in this subgrant.
- J. The Subgrantee's risk level has been assessed as Low and is reassessed annually.
 - 1. If at any point during the subgrant year the Subgrantee is deemed to be high-risk, additional monitoring requirements may be added to the subgrant and the Subgrantee will be notified.
- K. The Subgrantee shall acknowledge federal funds when developing any documents describing programs or projects, issuing statements, press releases, and requests for proposals, bid invitations, and other documents funded in whole or in part by federal funds using the following disclaimer template:
 - 1. "This publication was made possible by SP080981-01 from the Substance Abuse and Mental Health Services Administration (SAMHSA). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDH or SAMHSA. [Subgrantee Name] [Date]".
- L. The subgrantee shall ensure that conference materials, including promotional materials, the agenda

and any websites that advertise the conference, acknowledge that the federal agency funding this subgrant provided support for the conference, in whole or in part. The acknowledgement must be accompanied by the following disclaimer:

1. "Funding for this conference was made possible in part, by SP080981-01 from Substance Abuse and Mental Health Services Administration (SAMHSA). The views expressed in written conference materials or publications and by speakers and moderators do not reflect the official policies of CDH or SAMHSA nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government. [Subgrantee Name] [Date]"

SERVICES AND ACTIVITIES

The Partnership for Success Grant (PFS) is the second generation of the five-year Strategic Prevention Framework State Incentive Grant (SPF SIG) awarded to ODP in fiscal year (FY) 2013. The goal of implementing the PFS grant is to prevent underage drinking, marijuana use, and methamphetamine use in communities using evidence-based prevention programs and practices, especially among American Indians, Hispanics/Latinos, veterans and their families, and Idahoans living in rural communities, while increasing capacity for prevention efforts in each district.

- A. Subgrantee shall purchase and install drug- and alcohol-free signage on the West Ada School District campus.
- B. Subgrantee shall work to increase capacity for prevention efforts within Ada County.
- C. Subgrantee shall participate in CDH-specified evaluation and complete reporting for the Idaho Office of Drug Policy (ODP).
- D. Responsibilities of CDH shall be as follows:
 1. CDH is responsible for the administration of the Partnership for Success Grant. CDH reports quarterly to ODP. CDH will maintain staffing for the Project Coordinator position to oversee project implementation as well as to support development and maintenance of the grant activities.
 2. *Billing and Finance:* CDH will pay invoices to Subgrantee based on timely and adequate documentation from the subgrantee. Records will be maintained for a period of three years for audit purposes. Subgrantee will submit invoices and supporting documentation monthly for activities rendered. Payment will be released within 30 days of invoice submission. If complete documentation is not submitted in a timely manner, payment to Subgrantee will be delayed.

E. Quarterly Reporting

1. Subgrantee will be provided with a Subgrant Monitoring Report (SMR) template by Project Coordinator.
2. Subgrantee will provide quarterly reports to CDH in conjunction with the following schedule.
3. Quarterly reports are to be submitted to Rebecca Sprague, Project Coordinator at rsprague@cdh.idaho.gov.

Quarter	Reporting Period	Report Due
Quarter 1	January 1, 2022 – March 31, 2022	April 15, 2022
Quarter 2 (Abbreviated)	April 1, 2022 – May 31, 2022	June 15, 2022

Cost and Billing Procedure

COST

This is a Cost Reimbursement subgrant. CDH will pay and the Subgrantee shall receive up to the total sum of FIVE THOUSAND DOLLARS AND ZERO CENTS [\$ 5,000.00] for services satisfactorily performed and authorized under the subgrant as defined below.

Program Budget

Budget Item	Estimated Budget
Operating Expenditures	\$5,000.00
Total not to exceed budget	\$5,000.00

- A. The Subgrantee shall ensure that the amount billed for this subgrant only includes the incurred costs directly related to and necessary for the activities in accordance with the intent of the federal grant.
 1. Subgrant funds may not be used for research and development, construction, reimbursement of pre-subgrant costs, purchase of promotional items, personal use items, conferences or meetings not associated with the subgrant, entertainment costs, lobbying activities, clinical care, purchase of vehicles, or purchase of incentive items.
 2. Federal funds shall be used to supplement and not supplant other federal, state, and local public funds.
- B. The Subgrantee shall not assign a cost to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated as an indirect cost.
- C. The Subgrantee shall apply all costs consistent with policies and procedures that apply uniformly to both federally financed and other activities of the Subgrantee.

BILLING PROCEDURE

The Subgrantee shall submit monthly invoices to CDH within 15 business days following the closing date of the prior month's operation that includes all actual monthly expenditures. The monthly invoices shall include, but is not limited to:

1. Total amount of direct costs billed for the billing period;
2. All subgrant services delivered during the billing period, identified by each item as reflected in the budget matrix above, and the total for each;
3. Operating Detail Report;
4. Receipts and other supporting documents as requested.

The Subgrantee shall submit invoicing for activities rendered under this subgrant with supporting documentation via email to Rebecca Sprague at rsprague@cdh.idaho.gov.

The Subgrantee shall submit a final invoice to CDH no later than June 15 for actual expenditures occurring June 1-15, 2022, in order for the final payment to be processed. If submitted after this date, CDH cannot guarantee funds will be available for reimbursement of expenditures.