



GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
Clinical Services Division, Prevention & Training Branch

Request for Proposals

GBHWC RFP 01-2021

Guam Focus on Life Youth Suicide Prevention Sub-Grants

HHS SAMHSA Federal Grant, GFOL Sub-Grants

Supported by
Federal Funds CFDA # 93.243
Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant
Program

US Department of Health and Human Services,
Substance Abuse and Mental Health Services Administration

Theresa C. Arriola, Director
790 Gov. Carlos Camacho Road
Tamuning, Guam 96913
Telephone 1-671-647-5330
Facsimile: 1-671-649-6948
Website: <http://gbhwc.guam.gov>

Issued on June 23, 2021

TABLE OF CONTENTS

GBHWC RFP 01-2021

I. PUBLIC NOTICE.....	5
II. GENERAL INFORMATION	6
A. INTRODUCTION.....	6
1. Description of Need for an Enhanced Prevention Infrastructure	6
2. Grant Goals and Sub-Grant Objectives	7
3. Population of Focus	7
4. Proposal Overview and Subrecipient Commitment	8
B. NON APPLICABILITY OF GUAM PROCUREMENT LAW	8
C. ALL PARTIES TO ACT IN GOOD FAITH.....	9
D. LIABILITY FOR COSTS TO PREPARE PROPOSAL	9
E. REGISTRATION OF INTERESTED PARTIES (FORM A.1).....	9
F. DESIGNATION OF REPRESENTATIVE (FORM A)	9
G. LICENSES (FORM B).....	9
H. NON-RESIDENT TAX WITHHOLDING.....	10
I. DEBARMENT, SUSPENSION AND INELIGIBILITY	10
J. PROHIBITION AGAINST EMPLOYMENT OF SEX OFFENDERS.....	10
K. MANDATORY LOCAL DISCLOSURES (FORMS C TO H)	10
1. Affidavit Re Disclosing Ownership and Commissions (FORM C).....	11
2. Affidavit Re Non-Collusion (FORM D)	11
3. Affidavit Re Gratuities or Kickbacks (FORM E).....	11
4. Affidavit Re Ethical Standards (FORM F).....	11
5. Declaration Re Compliance with U.S. Department of Labor (DOL) Wage Determination (FORM G)	11
6. Affidavit Re Contingent Fees (FORM H)	11
L. TYPE OF CONTRACT	11
M. DURATION OF CONTRACT OR TERM OF SERVICE.....	12
1. Initial Term.....	12
2. Renewal Term	12
3. Federal Grant - Subaward.....	12

4. Multiple Term Contract/Multiple Certification of Funds.....	12
N. BUDGET FOR SERVICES.....	12
1. Budget Amount.....	12
2. Final Payment and Release of Claims	12
O. INDEPENDENT CONTRACTOR STATUS.....	13
P. CONFIDENTIAL/PROPRIETARY INFORMATION	13
Q. OWNERSHIP OF PROPOSAL.....	13
R. EXPLANATION TO OFFERORS.....	13
S. EQUAL EMPLOYMENT OPPORTUNITY.....	13
T. ASSIGNMENT.....	14
U. AMENDMENTS TO REQUEST FOR PROPOSAL	15
V. PROPOSAL SELECTION	15
W. ERRORS AND OMISSIONS	16
X. COMMUNITY-BASED NON-PROFIT ORGANIZATION PROFESSIONAL SERVICES.....	16
Y. HHS SAMHSA Garrett Lee Smith State/Tribal Youth Suicide (CFDA No.: 93.243) TERMS AND CONDITIONS	16
III. SCOPE OF WORK	17
A. OBJECTIVES.....	17
B. SERVICES AND DELIVERABLES.....	17
C. ORGANIZATION NEEDS ASSESSMENT AND UPDATED ACTION PLAN.....	19
D. OFFER REQUIREMENTS.....	21
E. BUDGET AND APPLICABLE RESTRICTIONS	21
IV. PROPOSAL CONTENTS, REQUIREMENTS, AND INSTRUCTIONS	24
A. GENERAL INSTRUCTIONS.....	24
B. REQUIREMENTS AND INSTRUCTIONS FOR PROPOSAL CONTENT	25
V. GENERAL PROCEDURES	26
A. RECEIPT AND REGISTRATION OF PROPOSAL	26
B. OPENING OF PROPOSALS.....	27
C. PROPOSAL EVALUATION AND ASSIGNED WEIGHTS	27
D. NEGOTIATION AND AWARD OF CONTRACT	30
E. RIGHT TO REJECT OFFERS AND CANCEL THE PROCUREMENT	30
F. FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED	30

VI. CONTRACTUAL TERMS	31
A. GENERAL REQUIREMENTS	31
FORMS CHECKLIST	32
FORM A: Proposal Signature Form	34
FORM B: Form for Submitting All Licenses	35
FORM C: Affidavit Disclosing Ownership and Commissions (AG 002)	36
FORM D: Affidavit re Non-Collusion (AG 003)	37
FORM E: Affidavit re No Gratuities or Kickbacks (AG 004)	38
FORM F: Affidavit re Ethical Standards (AG 005)	39
FORM G: Declaration re Compliance with US DOL Wage Determination (AG 006)	40-54
FORM H: Affidavit re Contingent Fees (AG 007)	55
FORM I: Notice of Award Grant # 5H79SM082116-02	56-62
FORM J: Subgrant Data	63-65
FORM K: SAMHSA FY21 Standard Grant Terms	66-77
FORM L: Limited English Proficiency Certification	78
FORM M: Limited Civil Rights Requirements	79
FORM N: Regarding Debarment, Ineligibility and Voluntary Exclusion	80
FORM O: Federal Grant Fund Certifications and Assurances	81-85
FORM P: SAMHSA Procurement Standards	86-94
FORM Q: Proposed Strategic Action Plan Templates	95-107
FORM R: Proposed Budget & Sustainability Plan Template	108-114
FORM A.1: RFP Registration Form	33
APPENDIX	
APPENDIX A: Health Disparities Impact Statement	116-121

I. PUBLIC NOTICE



PUBLIC NOTICE

Request for Proposals for
GBHWC RFP 01-2021



HHS SAMHSA Federal Grant, Guam Focus on Life Subgrants

The Guam Behavioral Health and Wellness Center (GBHWC), Clinical Services Division, Prevention and Training Branch—Guam Focus on Life (GFOL), is inviting qualified Guam based non-profit organizations to submit proposals to provide subrecipient, pass-through federally funded SAMHSA evidence-based program services for youth ages 10-24 in implementing youth suicide prevention and early intervention strategies in schools, educational institutions, juvenile justice systems, substance use programs, mental health programs, foster care systems or other child and youth-serving organizations. It is expected that applications will include increasing the number of youth-serving organizations able to identify and work with youth at risk of suicide; increase the capacity of providers in assessing, managing, and treating youth at risk of suicide; and improving continuity of care and follow-up of youth identified at risk for suicide.

These subawards are 100% federally funded by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (HHS SAMHSA); Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant Program; Funding Opportunity Announcement (FOA) No. SM-19-006; Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243; Grant No. 5H79SM082116-01, and as amended in M001 and M002; Project Title: Guam Focus on Life, discretionary, multi-year grant.

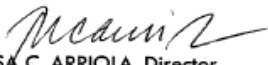
Due to restrictions from the Guam Public Health Emergency caused by the COVID-19 Pandemic, the Request for Proposal (RFP) is available by calling telephone number (671) 647-5395/96/97 for an appointment for public inspection or to pick up a hard copy at 790 Governor Carlos G. Camacho Road, Tamuning, Guam between 8:30 A.M. to 4:30 P.M. during the weekdays except holidays. The RFP can also be downloaded at www.gbhwc.guam.gov.

Prospective Offerors are required to register with GBHWC to ensure that they receive notices regarding any changes or updates to the RFP. Clarifications and amendments to the proposal will be sent to all registered Offerors. A proposal form is provided with the RFP. GBHWC will not be liable for failure to provide notice to any Offeror that does not register current contact information.

Questions regarding this RFP should be written and addressed to the GBHWC Director through U.S. Mail, hand delivery, facsimile (671) 649-6948 or electronic mail to marilyn.aflague@gbhwc.guam.gov by July 6, 2021. All inquiries will be responded to in the form of an answer or amendment, whichever is applicable in accordance with Guam Procurement Regulations.

The DEADLINE FOR RECEIPT OF PROPOSALS is no later than 4:30 P.M. Chamorro Standard Time, July 20, 2021. All proposals must be addressed to the GBHWC Director and sent to 790 Governor Carlos Camacho Road, Tamuning, Guam 96913. Please call (671) 647-5395/96/97 for arrangements to accept hand deliveries. **Facsimile (fax) or electronic mail (email) will not be accepted.**

GBHWC shall have the right to reject all proposals or offers submitted in response to this RFP, and/or cancel this RFP at any time if the Director determines such to be in the interest of GBHWC and/or for whatever reason allowed by law and/or regulation. GBHWC is an Equal Opportunity Employer.


THERESA C. ARRIOLA, Director
June 23, 2021

Paid for by federal funds HHS SAMHSA Grant #5H79SM082116-02.

II. GENERAL INFORMATION

A. INTRODUCTION

The Guam Behavioral Health and Wellness Center (GBHWC) serves as the single state agency for mental health and substance abuse prevention and treatment services for the U.S. Territory Government of Guam (P.L. 17-21). In line with this Government of Guam policy, GBHWC encourages interagency and community partnerships in the development and implementation of programs to prevent suicide and provide early intervention services for Guam's youth and young adults.

GBHWC successfully competed for the Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant Program (GLS-State/Tribal Youth Suicide), from the U.S. Department of Health and Human Services (HHS SAMHSA), awarded to support states and tribes in the implementation of youth suicide prevention and early intervention strategies in schools, educational institutions, juvenile justice systems, substance use programs, mental health programs, foster care systems, and other child and youth-serving organizations; Funding Opportunity Announcement (FOA) No. SM-19-006; Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243; Grant #6H79SM082116-01, and as amended in M001 and M002; Project Title: Guam Focus on Life. Project Period 01/15/2020-01/14/2025. Budget Period: 01/15/2020-01/14/2025. The GFOL grant will be locally managed by GBHWC's Prevention and Training Branch (PEACE Office), whose vision is *an island community empowered and committed to making informed decisions and choices towards a healthier future for Guam*. The GFOL Grant will increase the department's capacity to fulfill its mission to establish and implement sustainable prevention and early intervention policies, programs and practices that are responsive to the needs of the people of Guam and provide for safer care.

1. Description of Need for an Enhanced Suicide Prevention Infrastructure

Suicide in Guam is significantly higher than in the United States. In the last formal suicide data report (2019), Guam's suicide death rate was over twice that of the United States. Guam's youth are particularly vulnerable to suicide. In the last 10 years (2009-2019), half of all suicide deaths occurred in those younger than 30 years.

Previous GLS grant funds were used to increase gatekeeper trainings and programs, utilizing various evidence-based programs, including SafeTALK, ASIST, and Connect, the grant team partnered with community organizations and the Guam Department of Education, to ensure training to those responding to suicide in schools and in the community. There was heavy emphasis on skill building, intervention and referrals, but there was a gap in primary prevention efforts and in the training of natural helpers. Additionally, prevention strategies were focused on working with those who already experienced suicidal thoughts. There lacked emphasis on strategies to promote and normalize positive coping skills and increase help-seeking for those who were at-risk, including those youth experiencing grief or feelings of loss and pain.

Additional strategies for promoting positive coping skills need to be included in youth programming, especially in the community level through non-government organizations. Integrated services for providing suicide safe care are also necessary to reduce suicide risk. In an attempt to address the gaps in suicide prevention and create a more integrated system of care for those at risk for

suicide, community organizations need to collaborate to develop a community-driven approach to suicide prevention, intervention, and postvention.

2. Grant Goals and Sub-Grant Objectives

HHS SAMHSA offered the GLS grant to select states, tribes and territories to support youth suicide prevention and early intervention. The main goals of the grant program are to (1) increase the number of youth-servicing organizations who are able to identify and refer youth at risk of suicide; (2) increase the capacity of clinical service providers to assess, manage, and treat youth at risk of suicide; and (3) improve the continuity of care and follow-up of youth identified to be at risk for suicide. The GLS grant will be implemented in Guam as Guam Focus on Life grant.

The main goals for the Guam Focus on Life grant program are that youth experiencing grief and feelings of pain and loss, or having suicidal thoughts and behaviors openly seek help from natural helpers and appropriate behavioral health services. An additional goal is for Guam's service providers to operate in an integrated system of care that safely responds to individuals at risk for suicide. In order to meet these goals, GBHWC through its Guam Focus on Life subaward subrecipients, will pursue these objectives:

- a. Utilize SAMHSA's 5-step Strategic Prevention Framework to assess and identify needed services and build capacity to expand suicide prevention programs and services available for at risk youth.
- b. Provide services to up to 300 youth, collectively.

3. Population of Focus

The population of focus is youth ages 10-24, approximately 26% of the population, and their natural supports (family, friends). Vital data and behavioral health information is collected by the Guam State Epidemiological Outcomes Workgroup (SEOW), which reviews local data sources with regards to substance use and mental health promotion, to include suicide data. Cumulative 10-year data shows that the majority (64%) of suicides on Guam occurred in the home. This illustrates the need to involve families and natural supports in suicide prevention, to equip them in recognizing suicide risk among family members to provide early intervention to prevent suicide death. Data generated through the GFOL grant will be shared with the SEOW, and the SEOW will utilize this information to continue to promote best practices for safer suicide care.

Additionally, the SEOW suggests suicide prevention strategies that promote the control of alcohol and other drugs; ensures access to continuing care and support for those who have made suicide attempts; aggressive screening to recognize and treat mental illness; building community capacity to recognize signs of suicide and training families to bring individuals at-risk to professional attention; training emergency room personnel and primary care providers to do brief interventions and referral to GBHWC for attempted suicide; and building sustainable suicide prevention and treatment infrastructure.

4. Proposal Overview and Subrecipient Commitment

GBHWC is inviting Guam-based non-profit organizations to submit proposals for GFOL subawards, to assess and identify needed services and build capacity to expand suicide prevention programs and services available for at risk youth, ages 10-24. GFOL subaward subrecipients will work with their selected population of focus to conduct a needs assessment and provide evidence-based prevention programs.

Qualified organizations responding to this RFP will be called **Offerors**. Offeror(s) awarded funds as part of this RFP will be known as **GFOL subrecipients**. Multiple awards will be given under this RFP, contingent upon the evaluation and negotiation between Offerors and GBHWC on the proposed evidence-based programs, and other deliverables, and corresponding budget.

As a response to this RFP, **Offerors are expected to propose a Strategic Action Plan and Budget to fulfill the subaward objectives** listed in this section under [“Grant Goals and Objectives”](#). The Strategic Action Plan must detail the Offeror’s proposed target population that aligns with GBHWC’s identified population of focus, proposed program objective(s) and strategies that respond to the RFP: grant goals and objectives, timeline and evaluation activities, including target annual outcomes from FY 2022 to FY 2025.

Proposed Strategic Action Plans must promote positive coping skills in youth and young adults, and provide early intervention and assessment services (including screening programs) to the identified population of focus. Offerors are expected to select at least one area of focus: school, educational institution, mental health program, foster care system, or child/youth support organization and develop an evidence-based program for promoting positive coping skills, identifying at-risk youth for suicide, and referring at-risk youth to necessary services. Offerors will utilize quantitative and qualitative data to drive the development of the proposed plan and budget, and seek support from other support staff the proposed programs are designed for. Proposed Strategic Action Plans should include ways of ensuring educators, childcare professionals, community care providers, and individuals in foster care and juvenile justice agencies are trained to effectively identify youth at risk for suicide, and are properly trained in youth suicide early intervention and prevention strategies. By 2025, GFOL subrecipients must be present in at least three non-government organizations, integrating safer suicide care in its programming. By 2025, each organization should have reached at least 100 youth or young adults through its programming.

A resource center for evidence-based practices recognized by SAMHSA is available at: <https://www.samhsa.gov/ebp-resource-center>. Detailed instructions for proposal content requirements are provided in [Section IV. Proposal Contents](#).

B. FEDERAL GRANT SUBAWARD - NON-APPLICABILITY OF GUAM PROCUREMENT LAW

This is a request for subrecipient proposals of a federal grant by GBHWC, a pass-through agency, and not a use of public funds from procurement. GBHWC is complying with the Uniform Guidance of Grant Funds 2 CFR Part 200, and HHS Uniform Guidance on Grant Funds 45 CFR Part 75, and the terms of the Notice of Funds Award, and pursuant to 5 GCA Chapter 5, Section

5004(b) Guam Procurement Laws is not applicable. GBHWC has opted to use similar processes it uses in its request for professional services procurements under 5 GCA Chapter 5 and 2 GAR Division 4, as set forth in the request for proposals, in order to maximize full and fair competition, and to ensure the integrity of the process. The confidentiality of proposals, Offerors names, documents submitted marked "confidential", evaluations, a public record keeping are in keeping with the requirements under Guam Procurement Laws and Regulations for requests for proposals.

Any party who submits a proposal is known as "Offeror".

C. ALL PARTIES TO ACT IN GOOD FAITH

This RFP requires all parties involved in the preparation of the RFP, the evaluation and negotiation of proposals, and the performance or administration of contracts to act in good faith.

D. LIABILITY FOR COSTS TO PREPARE PROPOSAL

The GBHWC is not liable for any costs incurred by any Offeror in connection with the preparation of its proposal. By submitting a proposal, the Offeror expressly waives any right it may have against the government for any expenses incurred in connection with the preparation of its proposal.

E. REGISTRATION OF INTERESTED PARTIES (FORM A.1)

Non-profit organizations, firms or people who pick up a hard copy of the RFP at the GBHWC will be required to register. Those downloading or printing a copy of the request for proposal may fax the RFP Registration Form attached hereto to facsimile number (671) 649-6948 or email to marilyn.aflague@gbhwc.guam.gov to be registered as an interested party with the intention to submit a proposal. The GBHWC will send notice(s), amendment(s) and related communication to those registered. It is the interested party's responsibility to report any change in the contact information provided upon registration.

F. DESIGNATION OF REPRESENTATIVE (FORM A)

The Offeror shall designate a representative to act on its behalf and who is knowledgeable of the scope of work and the quality of work to be performed or services to be rendered. The representative is authorized to receive all proposal-related communication(s).

G. LICENSES (FORM B)

The Offeror shall submit a Guam business license, registration or certificate, a federal employers' identification number (EIN), Recognition of Exemption under Internal Revenue Section 501(c) (3), or other valid and current attachments with the proposal, accompanied by a published and/or certified financial statements in the past three (3) years, or audit of the past five (5) years of operation.

A current Guam business license is not required in order to submit a proposal; however, it is required of the successful Offeror before the agreement (contract) is executed by the GBHWC director.

An Offeror who has not complied with the Guam Licensing Law is cautioned that the GBHWC will not consider for award any proposal offer submitted. Specific information on licenses may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 475-1815 or by mail at P.O. Box 23607, GMF, Guam 96921 or online at: <http://ns.gov.gu/government> or www.admin.gov.gu/revtax.

H. NON-RESIDENT TAX WITHHOLDING

A non-resident person without a valid Guam business license residing outside of Guam shall be subject to a withholding assessment, the equivalent of the Guam business privilege tax (BPT), which shall be the equal for four percent (4%) or current rate of the total value of a contract awarded by all government of Guam contracts for professional services as a cost of doing business with government of Guam. See P.L. 33-166 effective June 20, 2017 codified at 11 G.C.A. Chapter 71, Section 71114.

I. DEBARMENT, SUSPENSION AND INELIGIBILITY

Federal grant funds prohibit subawards to debarred or suspended parties. All debarment or suspensions of persons are deferred from consideration for award of contracts imposed by the Chief Procurement Officer, the Director of Public Works, or the head of a Purchasing Agency. (5 GCA §9102) Only Offerors who are not suspended by local and federal government(s) are qualified to submit proposals.

J. PROHIBITION AGAINST EMPLOYMENT OF SEX OFFENDERS

The Offeror who is awarded the contract warrants that no person in its employment has been convicted of a sex offense under the provisions of Chapter 25 of Title 9 of the Guam Code Annotated, or of an offense defined in Article 2 of Chapter 28 of Title 9 of the Guam Code Annotated, or who has been convicted of an offense with the same elements as heretofore defined in any other jurisdiction, or who is listed on the Sex Offender Registry shall provide services on behalf of the contractor while on government of Guam property, with the exception of public highways. If any employee of the contractor is providing services on government property and is convicted subsequent to an award of a contract, then the contractor warrants that it will notify the Government of the conviction within twenty-four hours of the conviction, and will remove immediately such convicted persons from providing services on government property. If the contractor is found to be in violation of any of the provisions of this paragraph, then the Government will give notice to the contractor to take corrective action. The contractor shall take corrective action within twenty-four hours of notice from the Government, and the contractor shall notify the Government when action has been taken. If the contractor fails to take corrective steps within twenty-four hours of notice from the Government, then the Government in its sole discretion may suspend temporarily any contract for services until corrective action has been taken.

K. MANDATORY LOCAL DISCLOSURES (FORMS C TO H)

The Guam Procurement Law requires each Offeror to make a number of disclosures. Some of the disclosures are required for an Offeror to qualify to submit a proposal.

1. Affidavit Re Disclosing Ownership and Commissions (FORM C)

The offeror shall submit an affidavit and represent its list of names and addresses of any person holding more than ten percent (10%) of the outstanding interest or shares in said partnership, sole proprietorship or corporation at any time during the twelve (12) month period immediately preceding submission of proposal. The affidavit shall contain the number of shares or the percentage of assets of such partnership, sole partnership or corporation which have held by each person during the twelve (12) month period. In addition, the affidavit shall contain the name and address of any person who has received or is entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid for the bidder and shall also contain the amounts of any such commission, gratuity or other compensation. The affidavit shall be open and available to the public for inspection and copying. (5 GCA §5233) 2)

2. Affidavit Re Non-Collusion (FORM D)

The Offeror shall submit an affidavit and represent that it certifies that the price submitted was independently arrived without collusion and has not intentionally committed anti-competitive practices (2 GAR §3126.b).

3. Affidavit Re Gratuities or Kickbacks (FORM E)

The Offeror shall submit an affidavit that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks set forth in §11206 Gratuities and Kickbacks of the Guam Procurement Regulations.

4. Affidavit Re Ethical Standards (FORM F)

The Offeror shall submit an affidavit and represent that it has not knowingly influenced and promises that it will not knowingly influence a government employee to breach any of the ethical standards set forth in 5 GCA Chapter 5 Article 11 (Ethics in Public Contracting) of the Guam Procurement Regulations.

5. Declaration Re Compliance with U.S. Department of Labor (DOL) Wage Determination (FORM G)

The Offeror shall submit an affidavit and represent that it will pay its employees and ensure its subcontractors pay its employees in full compliance with all applicable federal and local wage rules and regulations, 5 GCA §5801 & §5802 Wage Determinations. The most recently issued wage determination at the time a contract is awarded applies to the Agreement.

6. Affidavit Re Contingent Fees (FORM H)

The Offeror shall submit an affidavit and represent that it has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract and represents that it is not in violation of Subsection (1) of Section §11108 of the Guam Procurement Regulations as failure to do so constitute a breach of ethical standards.

L. TYPE OF CONTRACT

The contract that results from this solicitation will be a subrecipient/subaward agreement. In keeping with the federal grant terms and conditions, it will be a multi-year cost reimbursement contract.

GBHWC will monitor the contract in keeping with the requirements of the subaward, and all applicable Federal and Guam laws, regulations and guidance.

M. DURATION OF CONTRACT OR TERM OF SERVICE

1. Initial Term

The initial term of the contract shall begin upon the date that the Governor approves the contract, as signified by her execution of the contract (the "Effective Date") through January 14, 2022 (the "Initial Term"). After the Governor has approved the contract, GBHWC will issue a written notice to proceed notifying the subrecipient/sub-awardee(s) when performance of the subaward is to begin.

2. Renewal Term

At the option of GBHWC, and satisfactory services in keeping with the objectives of the grant and the terms of the contract by the subrecipient/sub-awardee(s) and compliance with all the terms and conditions of the contract, and the best interests of GBHWC and the HHS SAMHSA, the subaward may be renewed for up to three (3) additional one (1) year period (s), each being a renewal term ("Renewal Term"), subject to the availability of funds, proposed updates of the Action Plan and Budget Justification.

3. Federal Grant - Subaward

This contract shall remain in effect through-out any liquidation period, extension, or no-cost extension period and any close out period for the HHS SAMHSA federal grant.

4. Multiple Term Contract/Multiple Certification of Funds

The Initial Term and any subsequent term(s) of this contract are subject to the availability of funds. The funds for the Initial Term of the contract may be pro-rated and certified as part of the execution of the contract. Each proceeding year of the contract will require a certification of funds by the Government of Guam. In the event that funds are not allocated, appropriated or otherwise made available to support continuation of performance in any period of time within the Initial Term, the contract shall be cancelled; however, this does not affect either the GBHWC's rights or the contractor's rights under any termination clause of the contract. The GBHWC shall notify the contractor on a timely basis in writing that funds are, or are not, available for the continuation of the contract for each succeeding period.

N. BUDGET FOR SERVICES

1. TO BE ADDED- This is a negotiated amount not to exceed object category-based budget for all year(s) of the grant.

2. Final Payment and Release of Claims

The final payment shall be made upon satisfactory delivery and acceptance of all services herein specified and performed. Prior to final payment and as a condition precedent thereto, the contractor shall execute and deliver to the

GBHWC a release, in the form provided by the GBHWC, of claims against the GBHWC and the government of Guam arising under and by virtue of the contract.

O. INDEPENDENT CONTRACTOR STATUS

The Offeror understands that its relationship with the GBHWC is as an independent contractor and not as an employee of the GBHWC. No employee benefits such as insurance coverage, participation in the government retirement system, or accumulation of vacation or sick leave shall accrue to the Offeror or its individual employees, if any. No type of tax will be withheld from payments made to the awarded Offeror.

P. CONFIDENTIAL/PROPRIETARY INFORMATION

Any restrictions of the use or inspection of material within the proposal shall be clearly stated in the proposal itself. The Offeror must state specifically which elements of the proposal are to be considered confidential/proprietary. The confidential/proprietary information must be readily identifiable, marked and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. If a proposal contains confidential information, a redacted copy of the proposal must also be submitted. Any proposal copyrighted or marked as confidential and proprietary in its entirety shall be deemed materially non-responsive to the RFP and may be rejected by the GBHWC as being non-compliant/non-responsive with the RFP. Any information that will be included in any resulting contract cannot be considered confidential. The GBHWC will make a written determination as to the apparent validity of any request for confidentiality. In the event the GBHWC does not concur with the offeror's request for confidentiality, the written determination will be sent to the Offeror.

Q. OWNERSHIP OF PROPOSAL

The GBHWC has the right to retain the original proposal and other RFP response materials for our files. As such, the GBHWC may retain or dispose of copies as it lawfully deems appropriate. The GBHWC has the right to use any or all information/material presented in reply to the RFP, subject to the limitation outlined in the clause, Proprietary/Confidential Information. The Offeror expressly agrees that the GBHWC may use the materials, and any and all ideas and adaptations of ideas contained in any proposal received in response to this solicitation for all lawful Government of Guam purposes, including but not limited to the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available to the public in accordance to the provisions of Guam laws and regulations. Selection or rejection of the offer will not affect this right.

R. EXPLANATION TO OFFERORS

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the proposal. Discrepancies, omissions, or doubts as to the meaning of the specification should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly (no later than July 6, 2021) to allow sufficient time for a reply to reach them before the submission of their proposals. Interpretation, if required, shall be made in the form of an

amendment to the specification, which will be forwarded to all prospective offerors, and its receipt by the Offeror should be acknowledged on the proposal form.

S. EQUAL EMPLOYMENT OPPORTUNITY

GBHWC is an equal opportunity employer and strictly adheres to a policy on non-discrimination activities in compliance with all applicable Federal and Guam laws in its labor practices and carries out all government programs and in such a manner that no person shall on the grounds of race, religion, color, sex, including sexual harassment and orientation, national origin, age, physical or mental disability, marital status or political affiliation and retaliation be excluded from participation in, and be denied the benefits of, or be subject to discrimination with respect to any program or activities. See Title VI of the Civil Rights Act of 1964 as amended and Presidential Executive Order 11246, as amended and other relevant Federal and Territorial requirements; and Governor of Guam Executive Order 2006-16.

Offerors shall assure that no person shall on the grounds of race, religion, color, sex, including sexual orientation, national origin, age, physical or mental disability, marital status or political affiliation and retaliation be excluded from participation in, be denied benefit of, or otherwise be subjected to discrimination under any program or activity under this Agreement.

Additionally, in keeping with Section II (4) of Governor of Guam E.O. 2006-16, Offerors shall meet the following contractual requirements:

1. In the event it is receiving ten thousand dollars (\$10,000) or have more than fifty (50) or more employees, it shall develop an equal opportunity affirmative action plan, using standard guidelines established by the Guam Department of Labor, within sixty (60) days after the Effective Date of this Agreement. Furthermore, within ninety (90) days of the award and annually thereafter for the duration of the Agreement, Offerors under this section shall submit affirmative action reports to the Guam Department of Labor.
2. In the event it is receiving less than ten thousand dollars (\$10,000) or has less than fifty (50) employees, it shall not be required to develop an equal opportunity affirmative action plan, except, however, Offerors shall be strictly prohibited from discrimination on the basis of race, religion, color, sex, including sexual orientation, national origin, age, physical or mental disability, marital status or political affiliation and retaliation.
3. Offerors shall flow through the requirement in this Section V Equal Opportunity Nondiscrimination to its subcontractors.
4. Offerors shall comply with all Federal and Guam laws and regulations including the Guam Department of Labor laws and regulations and (new) P.L. 33-64 Guam Employment Non-discrimination in Employment Act of 2015 codified as 22 GCA Chapter 5 Article 2, which additionally includes as unlawful employment practice or unlawful discrimination grounds race, sex (including gender identity or expression), age, religion, color, honorably discharged veteran and military status, sexual orientation, or ancestry. The definitions for “sexual orientation”, “gender identity or expression” and “veteran and military status” as set forth in 22 GCA §5202(h), (i) and (j). An Offeror that is a “religious employer” in keeping with P.L. 33-64 §5(a) is exempt from the religious discrimination provisions of Title VII of the

Civil Rights Act of 1964 as set forth in §5 in more detail. In the event Offeror is part of Government of Guam (new) P.L. 33-64 is codified at 4 GCA Chapter 4, §4101(a) as amended.

5. If Offeror is found not to be in compliance with the requirement in this Section V Equal Opportunity Non-discrimination during the life of this Agreement, this Offeror agrees to make appropriate steps to correct these deficiencies.

T. ASSIGNMENT

Any assignment, pledge, joint venture, hypothecation of right or responsibility to any person, firm or corporation should be fully explained and detailed in the proposal. Information as to the experience and qualifications of proposed subcontractors or joint ventures should be included in the proposal. In addition, written commitments from any subcontractors or joint ventures should be included as part of the proposal.

The assignment will not be accepted without prior approval from the GBHWC. The request for approval or assignment must be made with submission of proposal. No assignment will be accepted if the request is not made with the proposal.

U. AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the GBHWC may require revising or amending the specifications prior to the date set for opening proposals. Such revisions and amendments, if any, will be announced by an amendment or amendments to this RFP and shall be identified as such and shall require that firms acknowledge receipt of all amendments issued. The amendment shall refer to the portions of the RFP it amends. The amendments shall be sent to all prospective Offerors known to have received an RFP. The amendments shall be distributed within a reasonable time to allow prospective firms to consider in preparing their proposals. If the time and date set for receipt of proposals will not permit such preparation, such time shall be increased to the extent possible in the amendment or, if necessary, by email or mail and confirmed in the amendment. The amendment(s) must be attached to the proposal.

V. PROPOSAL SELECTION

GBHWC will be responsible for final selection of acceptable proposal(s). The GBHWC will endeavor to notify all respondents on or about 30 days after the deadline for receipt of proposals, that the GBHWC has selected as a subrecipient of this federal grant. The written notice of award will be public information and made a part of the contract file.

After conclusion of validation of qualifications, evaluation, and discussion as provided in the Amendments to Request for Proposal, the GBHWC will select qualified non-profits Offerors, in keeping with the subaward/subrecipient evaluation criteria set forth in the RFP. Offerors must receive a minimum of 70% of total rating. Three subrecipients/subawards will be sought to be awarded by GBHWC, in the order of their respective qualification and evaluation ranking.

Multiple contract awards on this RFP may be made at the sole discretion of the GBHWC. GBHWC reserves the right to re-issue its procurement based on the Department's need to acquire a subrecipient/pass-through federally funded GFOL SAMHSA evidence-based program services for youth and young adults ages 10 to 24, to promote programming for positive coping skills and

to assess and identify needed services and build capacity to expand suicide prevention programs and services.

W. ERRORS AND OMISSIONS

The GBHWC reserves the right to make corrections due to minor errors of the Offeror identified in proposals by the Offeror. The GBHWC, at its option, has the right to request clarification or additional information from Offeror.

X. COMMUNITY-BASED NON-PROFIT ORGANIZATION PROFESSIONAL SERVICES

Additionally, the Offeror agrees to adhere to the Guam public policy with regard to GBHWC; “to provide comprehensive inpatient and community-based outpatient mental health, alcohol and drug programs and services for the people of Guam and to continually strive to improve, enhance, and promote the physical and mental well-being of the people of Guam who experience the life disrupting effects of mental illness, alcoholism, drug abuse or at risk to suffer those effects and who need assistance; to provide such assistance in an effective and efficient manner in order to minimize community disruption and strengthen the quality of personal family and community life”; 10 GCA §86101.

Y. HHS SAMHSA Garrett Lee Smith State/Tribal Youth Suicide (CFDA No.: 93.243) TERMS AND CONDITIONS AND SUBAWARD DATA INFORMATION

This subaward is funded by the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (HHS-SAMHSA) Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant; Funding Opportunity Announcement (FOA) No. Strategic Prevention Framework - Partnerships for Success Grant (SPF-PFS); Funding Opportunity Announcement (FOA) No. SM-19-006; Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243, Grant No. 5H79SM082116-01, and continued in -02.

FORM I: A copy of the Notice of Award of Funds is attached hereto and incorporated herein.

FORM J: The Subaward Data Information (FORM J) will be updated throughout the term of the subaward and delivered by GBHWC to each awarded subrecipient. HHS Grants Policy Statement (HHS GPS) available at <http://www.samhsa.gov/grants/grants-management/policies-regulations/hhs-grants-policy-statement>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the NOA).

Other mandatory federal forms:

FORM K: SAMHSA 2021 Standard Terms and Conditions

FORM L: Limited English Proficiency Certification

FORM M: Civil Rights Requirements

FORM N: Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion

FORM O: Federal Grant Fund Certifications and Assurances

FORM P: SAMHSA Procurement Standards

FORM Q: Proposed Strategic Action Plan

FORM R: Budget & Sustainability Plan

III. SCOPE OF WORK

Offerors are to propose services and deliverables in conjunction with GBHWC to carry out the overall grant objectives.

A. OBJECTIVES

1. The Guam Focus on Life grant objectives being flowed through to subaward subrecipients by 2025 are as follows:
 - a. Evidenced-based programs will be implemented that normalize positive coping skills and increase help-seeking behavior among youth (10-24) screened as “at risk” from Guam’s public school system, emergency departments, psychiatric in- or out-patient units, and other child and youth support organizations.
 - b. Identified key direct service staff will be trained to identify, screen, refer, treat, and follow-up on individuals experiencing grief and feelings of loss and pain, or having suicidal thoughts and behaviors.
2. By the end of the program period, each Guam Focus on Life subaward subrecipient should have:
 - a. Provided services to at least 100 at-risk youth (10-24), using an evidence-based intervention recognized by HHS SAMHSA and approved by GBHWC.
 - b. Integrated services and programming to the local system of care to safely respond to individuals at risk for suicide.

To do so, they must fulfill the services and deliverables listed in this section.

B. SERVICES AND DELIVERABLES

1. Assign key staff roles
Offeror proposals must provide key staff sufficient to fulfill the roles listed below, detailing the individual(s)’ qualifications and the number of hours dedicated to the program:
 - a. program manager, who will manage and coordinate overall organizational operation including program planning, development and implementation, financial activities, progress reporting and communication with GBHWC.
 - b. administrative staff, who will supervise, record and report financial activities using the Guam Focus on Life subaward.
 - c. data analyst, who will perform evaluation activities including survey development and validation, data collection and analysis, and reporting to GBHWC, and the Guam Focus on Life Lead Evaluator.
 - d. direct service provider/care coordinator, who will serve as direct staff implementing proposed evidence-based program.

- e. cultural representative, who possesses an in-depth understanding and practice of the culture of the audience(s) that the Guam Focus on Life subaward subrecipient proposes to target in their Strategic Action Plan, to serve as direct service staff implementing the proposed evidence-based program.

2. Develop, implement and evaluate a SPF-driven Action Plan

Offerors will be selected based on the evaluation of their submitted proposals, which includes a proposed Strategic Action Plan that details their target population, statement of high need and high risk, chosen program(s) and strategy(ies), and implementation and evaluation activities including target outcomes. Offerors are expected to develop a Strategic Action Plan that builds on resilience and protective factors and decrease risk factors for youth at-risk for mental or emotional disorders that may lead to a suicide attempt. Underlying strategies in their Strategic Action Plan must also be data-driven, based on the latest State Epidemiological Outcomes Profile (available at <http://www.peaceguam.org/partnerships/seow>) and in line with Goal 8 and 9 of the National Strategy for Suicide Prevention (available at <https://www.hhs.gov/sites/default/files/sprc-call-to-action.pdf>).

HHS SAMHSA considers the use of the Strategic Prevention Framework (SPF) in prevention initiatives as critical to ensuring that states and their communities work together to use data-driven decision-making processes to develop effective prevention strategies and sustainable prevention infrastructures. Offerors are expected to adhere to the 5-Step SPF throughout the duration of the Guam Focus on Life subaward.

- Step 1. Needs Assessment: identify resources, needs, readiness and risk and protective factors to be addressed in the community.
- Step 2. Capacity Building: develop or identify fiscal, human and organizational resources that will contribute to raising awareness on mental health promotion and suicide prevention, increase readiness and mobilize community members to address problems identified through the needs assessment.
- Step 3. Planning: develop a comprehensive strategic plan that describes what specific problems have been prioritized and how they will be addressed
- Step 4. Implementation: carry-out prevention interventions (programs, policies, and practices) that are comprehensive, data-driven and culturally and linguistically appropriate.
- Step 5. Evaluation: systematically collect and analyze information to monitor processes and evaluate interventions to increase effectiveness, inform decisions and sustain effective interventions and positive outcomes.

The guiding principles of cultural competence and sustainability are included in each of these five steps.

Offerors are to include in their proposed approach:

- a. At least one evidence-based intervention program recognized by HHS SAMHSA and approved by GBHWC.
- b. A commitment to utilizing the framework for successful messaging developed by the National Action Alliance for Suicide Prevention, available at: <https://suicidepreventionmessaging.org/>.

A resource center for programs recognized by SAMHSA is available at: <https://www.sprc.org/strategic-planning/finding-programs-practices>.

C. ORGANIZATION NEEDS ASSESSMENT AND UPDATED ACTION PLAN

Offerors are to include in their proposal one selected group: school, emergency department, psychiatric in- or out-patient unit, child or youth organization to focus their Strategic Action Plan on. Offerors will include how they will establish (or further already existing) partnerships with organization administration and staff to implement a Needs Assessment by 01/14/2022. Offerors are to propose an evidence-based program to be offered 01/15/2022 through 01/14/2023, along with evaluation benchmarks within this period to monitor its effectiveness and efficiency.

In keeping with the two GFOL grant objectives listed above, Offerors are also to include in their plan the proposed program approach and evaluation indicators for 01/15/22 – 01/14/23, 01/15/23 – 01/14/24 and 01/15/24 – 01/14/25. The current federal grant terms and conditions require a Needs Assessment Report, an updated Strategic Action Plan and updated Evaluation Plan to be submitted before 01/14/2022. These deliverables must be included in the proposed timeline.

1. Increase prevention capacity

Offerors are to include in their proposed action plan and timeline their participation in the required trainings for subaward subrecipients, per grant terms and conditions. These trainings and workshops are offered to strengthen the organization and community's prevention capacity and readiness to implement prevention interventions and sustain positive outcomes. All identified direct service staff and management are required to attend:

- a. Gathering of Native Americans, GONA (Native Aspirations) (16 hours)
- b. Introduction to Strategic Prevention Framework (8 hours)
- c. Ethics in Prevention (8 hours)
- d. Introduction to Health Literacy and Cultural Responsiveness, or Intro to CLAS – Culturally and Linguistically Appropriate Services (8 hours)
- e. Living Works START- suicide prevention training (2 hours)
- f. ASIST- Applied Suicide Intervention Skills Training (16 hours)
- g. Counseling on Access to Lethal Means- CALM (2 hours)
- h. CONNECT Suicide Postvention Training (6 hours)
- i. Youth Mental Health First Aid (8 hours)
- j. Stress and Anger Management (approx. 4 hours)

2. Representative

Additionally, it is expected that a representative from the subaward recipient will have a representative on the GFOL Suicide Prevention Task Force to assist in protocol development and engagement with other service providers.

3. Supplemental optional trainings

Training will be made available throughout the grant period for all staff to attend:

- a. Epidemiology 101 (approx. 8 hours)
- b. Strategic Health Communication (approx. 8 hours)
- c. Prevention Program Evaluation and Monitoring (approx. 8 hours)
- d. Introduction to Substance Misuse (8 hours)
- e. Substance Abuse Prevention Skills Training, SAPST (32 hours)
- f. Brief Tobacco Intervention – BTI (8 hours)
- g. safeTALK – suicide awareness for everyone (4 hours)
- h. Federal Grant Writing and Prevention in Behavioral Health (approx. 8 hours)
- i. Collaborative Assessment and Management of Suicidality (CAMS) (10 hours)
- j. Assessing and Managing Suicide Risk (AMSR) for Direct Care Staff (3.5 hours)

Offerors must include in their proposal staff participation to a national organization and/or events that promote prevention strategies in the public health, behavioral health and/or substance abuse prevention and treatment or suicide prevention and suicidology fields. Examples include the National Prevention Network (NPN), American Association of Suicidology (AAS) and the Community Anti-Drug Coalitions of America (CADCA). GFOL subrecipients may propose their chosen organization(s), however final selection must receive approval from GBHWC.

4. Progress reports

Offerors must include in their proposal hours needed to complete progress reports as part of the deliverables required. At least the program manager must attend a monthly technical assistance meeting with the Guam Focus on Life staff and other Guam Focus on Life subrecipients to verbally report progress highlights on their Needs Assessment, Strategic Action Plan and Evaluation activities. An electronic survey issued by GBHWC must be submitted before this meeting date to provide a detailed progress report on:

- a. Activities completed, specific to each of the 5-Step Strategic Prevention Framework,
- b. Target outcomes met, specific to each of the 5-Step Strategic Prevention Framework,
- c. Resources acquired and/or used,
- d. Feedback received on the activities completed from the population reached, and
- e. Updates to the strategic action plan and evaluation plan, if any.

5. Program Evaluation

As applicable to HHS-SAMHSA grantees, GFOL subrecipients must:

- a. Work with the Lead Evaluator in updating and implementing a Program Evaluation Plan that monitors the effectiveness and efficiency of the organization's Strategic Action Plan; this includes process and impact evaluation including follow-up or other methods of inquiry; a proposed evaluation plan must be included in the proposed Strategic Action Plan.
- b. With guidance from the Lead Evaluator, complete data collection and preliminary analysis, which will be reported to GBHWC as part of their monthly progress reports.

D. OFFER REQUIREMENTS

1. Offerors are responsible for ensuring compliance with the terms and conditions of the contract once awarded, per 45 CFR §75.101. Terms are listed in the Notices of Award.
2. Offerors are required to submit as part of their proposal a Strategic Action Plan using the provided template in this RFP packet.
3. Offerors are required to submit a detailed proposed budget for the initial term of the sub-grant (from contract effective date to 01/14/2022 and 01/15/2022 – 01/14/2023). Use the budget template provided in this RFP packet. IMPORTANT: The budget proposal must be submitted in a sealed envelope that is separate from the project proposal.
4. Offerors are required to submit an annual budget forecast for the grant periods 01/15/22 – 01/14/23, 01/15/23 – 01/14/24 and 01/15/24 – 01/14/25. Use the budget template provided in this RFP packet. IMPORTANT: The budget proposal must be submitted in a sealed envelope that is separate from the project proposal.
5. Offerors are required to submit proof of non-profit and tax-exempt status or 501(C) (3) from the Government of Guam.
6. Offerors are required to submit published and/or certified financial statements in the past three (3) years, or audit of the past five (5) years of operation.
7. Offerors are required to submit monthly invoices at the 10th of each month with a detailed expense report.

E. BUDGET AND APPLICABLE RESTRICTIONS

1. Only reasonable and allowable and allocatable costs associated with the use of Federal Funds are permitted to fund evidence-based practices. Three Offerors will be selected as Guam Focus on Life subaward subrecipients. A cumulative sub-grant amount of \$232,283 will be awarded each budget year, distributed based on the final approved scope of work and deliverables. Costs obligated within each

- budget year must be expended by January 14th of that year, plus a 90-day liquidation period. No carryover of funds between budget years will be allowed.
2. Except for FY 2021, up to fifteen percent (15%) of the total proposed budget is allowed to cover **administrative costs not directly related to the program implementation**. The remaining portion of the budget (85%) must be allotted to **direct services and other program-related activities and costs that support the development, implementation and evaluation of the Action Plan**. Up to fifteen percent of the direct services portion (15% of the 85%) must be allotted for data collection and evaluation activities.
 3. In the budgets to be developed as part of the proposal and the corresponding award, Offerors MAY NOT USE these GFOL funds to:
 - a. Pay for the purchase or construction of any building or structure to house any part of the program. (Applicants may request up to \$75,000 for renovations and alterations of existing facilities, if necessary and appropriate to the project.) Offerors are responsible for ensuring compliance with the terms and conditions of the contract once awarded, per 45 CFR §75.101. Terms are listed in the Notices of Award.
 - b. Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision. (Expansion or enhancement of existing residential services is permissible.)
 - c. Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
 - d. Make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services. Note: A recipient or treatment or prevention provider may provide up to \$30 non-cash incentive to individuals to participate in required data collection follow up. This amount may be paid for participation in each required follow up interview.
 - e. Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense in the FOA. Grant funds may be used for light snacks, not to exceed \$3.00 per person.
 - f. Consolidated Appropriations Action, 2017 (Public Law 115-31) Division H, Section 520, notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. Provided, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.
 - g. Pay for pharmaceuticals for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), tuberculosis (TB), and hepatitis B and C, or for psychotropic drugs.

This scope of work was prepared by KristiAnna S. Whitman, Project Director for the Guam Focus on Life program, in conjunction with the GBHWC Prevention and Training Branch, and approved by Theresa C. Arriola, Director of Guam Behavioral Health and Wellness Center (GBHWC).

IV. PROPOSAL CONTENTS, REQUIREMENTS, AND INSTRUCTIONS

A. GENERAL INSTRUCTIONS

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to fulfill the requirement of the proposal. All proposals must be type-written using 12-point, Arial or Times New Roman font with all pages numbered consecutively. GBHWC will not accept handwritten proposals. In order to ensure a uniform review process and to obtain the maximum degree of comparability, at a minimum, each proposal shall be prepared as follows:

1. **Title Page**
The title page must have the name of the Offeror, name of business (if applicable), the location of the Offeror's principal place of business, telephone and facsimile numbers, and email address.
2. **Table of Contents**
The proposal must be organized with headings/titles, references or subjects, and page numbers listed in the table of contents.
3. **Proposed Strategic Action Plan**
Use the provided template for the Proposed Strategic Action Plan that includes:
 - a. Introduction and Background
 - b. Proposed Plan of Action
 - c. Proposed Evaluation Plan
4. **Proposed Budget and Sustainability Plan**
This component must be submitted in a **sealed envelope separate from the proposal**. Use the provided template for the Proposed Budget and Sustainability Plan that includes:
 - a. Proposed budget, justification and forecast using the template provided.
 - b. Proposed sustainability plan for the program to support service provision beyond the GFOL sub-grant.
5. **Statement of Understanding**
A statement of understanding and willingness expressing the Offeror's understanding of the work to be accomplished as specified in "Section III. Scope of Services", and a statement of positive commitment and willingness to perform the services.
6. **Documentation for Skills, Qualifications and Experience**
Documentation to support and demonstrate that the organization and/or individuals who will fill key staff positions meet the required skills, qualifications and experience to be a GFOL subrecipient, as described in the Strategic Action Plan
7. **Letters, awards or other forms of recognition that demonstrate confidence in the work performed by the Offeror.**

8. FORM A: Proposal Signature Form (Designations of Contact Person)
A responsible official must be identified by name, title and contact information if different from the Offeror's. The designated official must be able to answer any questions regarding the Offeror's proposal and must be able to negotiate the fee and other contract terms.

FORM A.1 Registration

9. FORM B: Form for Submitting All Licenses including Financial Statement

Copies of the following documents should be attached with Form B:

- a. A copy of the business license, the Offeror's federal employer identification number (EIN), Recognition of Exemption under Internal Revenue Section 501(c)(3), if any
 - b. Certified and/or published financial statements in the past three (3) years, or audit of the past five (5) years of operation.
10. FORM C: Affidavit re Disclosing Ownership and Commissions
 11. FORM D: Affidavit re Non-Collusion
 12. FORM E: Affidavit re No Gratuities or Kickbacks Affidavit
 13. FORM F: Affidavit re Ethical Standards
 14. FORM G: Wage Determination and Benefit
 15. FORM H: Contingent Fees
 16. FORM I: Notice of Award
 17. FORM J: Subaward Data
 18. FORM K: SAMHSA FY 21 Standard Grant Terms
 19. FORM L: Limited English Proficiency Certification
 20. FORM M: Civil Rights Requirement
 21. FORM N: Regarding Debarment, Ineligibility and Voluntary Exclusion
 22. FORM O: Federal Grant Fund Certifications and Assurances
 23. FORM P: SAMHSA Procurement Standards
 24. FORM Q: Proposed Strategic Action Plan
 25. FORM R. Proposed Budget and Sustainability Plan

B. REQUIREMENTS AND INSTRUCTIONS FOR PROPOSAL CONTENT

The Offeror is required to read each and every page of the proposal and by the act of submitting a proposal shall be deemed to have accepted all conditions contained therein except as noted elsewhere. In no case will failure to inspect the proposal content constitute grounds for a claim or for the withdrawal of a proposal after opening. Any changes in a proposal must be explained or noted over the signature of the Offeror. The proposals containing any unexplained erasures or alterations shall be rejected by GBHWC as being incomplete.

V. GENERAL PROCEDURES

A. RECEIPT AND REGISTRATION OF PROPOSAL

1. All proposals and modifications shall be time stamped upon receipt and held in a secure place until the established due date below. Proposals and modifications received after the due date and time will not be considered. It is the sole responsibility of each Offeror to assure that its proposal is delivered at the specified location prior to the deadline. Proposals which, for any reason, are not delivered will not be considered. The deadline for **receipt** of proposals by the GBHWC is **no later than 4:30 P.M., Tuesday, July 20, 2021.**
2. All proposals must be submitted via U.S. mail, courier or hand-delivery to the attention of the GBHWC Director.

Mailing & Delivery Address:

Theresa C. Arriola, Director
Guam Behavioral Health and Wellness Center
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96913

Offeror shall submit 1 original, 1 electronic copy (flash drive) and four (4) hard copies of the proposal. Envelope must be sealed and marked on the face with the name and address of the Offeror, the proposal number and the time and date of submission.

3. Offeror must submit the Budget proposal **in a separate sealed envelope** (1 original and 4 copies) at the same time the proposal is submitted. Envelope must be sealed and marked on the face with the name and address of the Offeror, the proposal number and the time and date of submission.
4. No facsimile or emailed proposals will be accepted.
5. Proposals may be hand-carried and received at the GBHWC on or before the deadline date and time.
6. Questions regarding this RFP should be written and addressed to the GBHWC Director through U.S. Mail, hand-delivery or facsimile (671-649-6948), or by email to marilyn.aflague@gbhwc.guam.gov by **Tuesday, 07/06/2021**. All correspondence will be recorded, considered confidential and timely responded to in the form of an answer or amendment, whichever is applicable in accordance with Guam Procurement Regulations.
7. Proposals received through the mail will not be accepted if such mail is received at the address showing after the submission date and time.
8. Under no circumstances will the GBHWC accept a late proposal unless GBHWC is closed by department shutdown, local emergency or natural disaster.

9. Proposals will be considered only from such Offerors who, in the opinion of the GBHWC, can show evidence of their ability, experience, equipment and facilities to render satisfactory service, and are not currently debarred or suspended by federal or local government.

B. OPENING OF PROPOSALS

Proposals shall not be opened publicly nor disclosed to unauthorized persons, but shall be opened in the presence of two procurement officials (Director, Deputy Director, Administrative Services Officer, Administrative Officer or Procurement Designee). A Register of Proposals shall be established which shall include, for all proposals, the name of each Offeror, the number of modifications received, if any, and a description sufficient to identify the services offered. The Register of Proposals shall be opened for public inspection only after award of the contract. Proposals of offerors who are not awarded the contract shall not be opened for public inspection. (2 GAR 3114(h)(2))

C. PROPOSAL EVALUATION AND ASSIGNED WEIGHTS

After official receipt and determination of acceptability of all proposals, a selection panel will be convened to evaluate the most responsive and responsible proposals. Each proposal will be evaluated according to the following evaluation factors and their relative importance designated by a number of points totaling 100.

Evaluation categories and weights	Score
<p>1. The alignment of its organizational vision, mission and purpose with the vision and mission of GBHWC, and goals and objectives of the Guam Focus on Life grant (10 points)</p> <p>____ / 5 Clearly states with concrete examples how the organization's vision, mission and purpose align and contribute to the fulfillment of GBHWC-PEACE's vision and mission (Refer to: Section II A. Introduction)</p> <p>____ / 5 Clearly states with concrete examples how the organization's abilities and experiences align and contribute to fulfilling the goals and objectives of the Guam Focus on Life grant (Refer to: Section II A. Introduction)</p>	<p>____ / 10</p>
<p>2. The organization's established experience and credibility in the community to carry out complex grant requirements based on documentation and past relevant experience with financial management and service delivery (15 points)</p> <p>____ / 5 Organization currently has a solid organizational system, tangible and intangible resources, and an established group of advisors and stakeholders to carry out the complex requirements – both programmatic and administrative – of a federal grant. This especially includes full or part time staff members that are already on board or appointed to the proposed project. The organizational chart and fiscal</p>	<p>15 Points</p>

<p>documentation were part of the submitted proposal. (Refer to: Section II A. Introduction and Form B: Form for Submitting All Licenses)</p> <p>____ / 5 Part-time or full-time staff dedicated to the implementation of the project were identified, all with relevant experience, skills and expertise for the required Key Staff, deliverables outcomes for the grant. (Refer to: Section III B. Services and Deliverables)</p> <p>____ / 5 Evidence documenting the organization's experience and ability to implement SAMHSA-endorsed evidence-based programs and strategies in community settings in Guam is included. (Refer to: Section III B. Services and Deliverables)</p>	
<p>3. The organization's level of knowledge, understanding and commitment for capacity building and technical assistance to address Guam's priorities for behavioral health promotion and substance abuse prevention, to include high-risk and high-need populations, existing health disparities and evidence-based strategies (20 points)</p> <p>____ / 5 The organization provided concrete evidence and examples of its previous work that have been evaluated using SAMHSA's Strategic Prevention Framework, and has shown success in promoting mental health services in the community. (Refer to: Section II A. Introduction)</p> <p>____ / 5 The key staff assigned to the proposed project has received training and technical assistance for the SAMHSA-endorsed trainings required in the RFP (Refer to: Section II A. Introduction and Section III C. Organization Needs Assessment and Updated Action Plan)</p> <p>____ / 5 The organization proposed a program that clearly and realistically targets the high-risk and high-need population specifically identified for the grant. At least one selected group (school, emergency department, psychiatric in-or out-patient unit, child or youth organization) was identified as the proposed program's target population. (Refer to: Section II A. Introduction and Section III B. Services and Deliverables and Section III C. Organization Needs Assessment and Updated Action Plan)</p> <p>____ / 5 The organization demonstrated thorough understanding of the health disparities experienced by the identified high-risk and high-need population, using local evidence such as those reported by the SEOW, GBHWC, DPHSS and GDOE.</p>	<p>20 Points</p>

(Refer to: Section II A. Introduction and Appendix A: Health Disparities Impact Statement)	
<p>4. The completeness and realistic thoroughness in the Strategic Action Plan that the subrecipient will undertake to accomplish the assigned Grant Objectives, and manage and operate the required services and deliverables in the Scope of Work. (30 points)</p> <p>____ / 15 The organization proposed a SAMHSA-endorsed, evidence-based, prevention program or strategy that normalizes positive coping skills and increases help-seeking behavior among youth (10-24). (Refer to: Section III B. Services and Deliverables)</p> <p>____ / 15 The proposed objectives are set to reach the minimum 100 at-risk youth (10-24) through the prevention strategy. (Refer to: Section III B. Services and Deliverables and Section III C. Organization Needs Assessment and Updated Action Plan)</p>	30 points
<p>5. Schedule of activities and timelines, including its commitment to the 5-Step Strategic Prevention Framework (15 points)</p> <p>____ / 10 The proposed plan of action and evaluation plan follow a realistic and detailed timeline, strictly guided by the 5-Step Strategic Prevention Framework. Key staff were identified in each action step. A deliverable was identified for each action step for accountability of progress and completion. (Refer to: Section III B. Services and Deliverables Proposed Plan of Action and Section III C. Organization Needs Assessment and Updated Action Plan)</p> <p>____ / 5 The proposed plan of action and evaluation plan include both process and outcome indicators for accountability of plan progress and goal completion. (Refer to: Section III C. Organization Needs Assessment and Updated Action Plan)</p>	15 points
<p>6. The personnel, software tools, and equipment to perform the services currently available or demonstrated to be available at the time of subaward. (10 points)</p> <p>____ / 5 The organization currently has the technical skills and resources required to implement the proposed program upon contract approval. No delay in implementation is expected with having to recruit required staff, procure materials, and acquire and receive training for the selected evidence-based programs. (Refer to: Section II A. Introduction and Section III B. Services and Deliverables)</p> <p>____ / 5 The organization provided evidence of its sound fiscal structure and ability to sustain operation for at least</p>	10 points

the first three months of the contract. (Refer to: Form B. Form for Submitting All Licenses)	
TOTAL	100 points

D. NEGOTIATION AND AWARD OF CONTRACT

After an evaluation of responsive offerors has been completed, Offerors will be ranked from highest to lowest according to the number of points received during the evaluation. The highest ranked responsive Offeror is the best qualified and will be invited to negotiate a contract.

The GBHWC will negotiate a contract with the best responsive qualified Offeror for the required services at compensation determined in writing to be fair and reasonable. Contract negotiations will be directed toward:

1. Making certain that the Offeror has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services.
2. Determining that the Offeror will make available the necessary personnel to perform the services within the required time.
3. Agreeing upon compensation which is fair and reasonable within the local market, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

E. RIGHT TO REJECT OFFERS AND CANCEL THE PROCUREMENT

The GBHWC shall have the right to reject all offers, and or individual Offerors in whole or in part, and/or cancel this RFP, if it is determined to be in the best interest of the GBHWC.

F. FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED

If compensation, contract requirements, and contract documents cannot be agreed upon with the best qualified Offeror, a written record stating the reasons shall be placed in the file and the GBHWC will advise such Offeror of the termination of negotiations which shall be confirmed by written notice within three days. Upon failure to negotiate a contract with the best qualified Offeror, the GBHWC will enter into negotiations with the next most qualified Offeror. If negotiations again fail, negotiations will be terminated as provided in this Section and commence with the next qualified Offeror.

Should the GBHWC be unable to negotiate a contract with any of the Offerors initially selected as the best qualified Offerors, offers may be resolicited or additional Offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with the procedures and process herein specified.

VI. CONTRACTUAL TERMS

GENERAL REQUIREMENTS

This procurement is subject to all applicable federal and Guam laws and regulations. Guam laws and regulations are available at the Guam Supreme Court, Office of Complier's website <http://www.guamcourts.org/CompilerofLaws/index.html>. The Guam Procurement Laws are available at the Office of Complier's website as part of the 5 GCA Ch. 5. The Guam Procurement Regulations are available at the Office of Complier's website as part of 2 GAR Division 4. Additionally, the Guam Office of Public Accountability <http://www.opaguam.org/>, the Guam Office of Attorney General <http://www.guamag.org/> and the Department of Administration General Service Agency www.gsa.doa.guam.gov all have useful procurement information and forms.

FORMS CHECKLIST

Forms to Be Completed and Submitted

<u>FORMS CHECKLIST</u>	32
<u>FORM A.1: RFP Registration Form</u>	33
<u>FORM A: Proposal Signature Form</u>	34
<u>FORM B: Form for Submitting All Licenses</u>	35
<u>FORM C: Affidavit Disclosing Ownership and Commissions (AG 002)</u>	36
<u>FORM D: Affidavit re Non-Collusion (AG 003)</u>	37
<u>FORM E: Affidavit re No Gratuities or Kickbacks (AG 004)</u>	38
<u>FORM F: Affidavit re Ethical Standards (AG 005)</u>	39
<u>FORM G: Declaration re Compliance with US DOL Wage Determination (AG 006)</u>	40-54
<u>FORM H: Affidavit re Contingent Fees (AG 007)</u>	55
<u>FORM I: Notice of Award (GLOF)</u>	56-62
<u>FORM J: Subaward Data</u>	63-65
<u>FORM K: SAMHSA FY 21 Standard Grant Terms</u>	66-77
<u>FORM L: Limited English Proficiency Certification</u>	78
<u>FORM M: Civil Rights Requirements</u>	79
<u>FORM N: Regarding Debarment, Ineligibility and Voluntary Exclusion</u>	80
<u>FORM O: Federal Grant Fund Certifications and Assurances</u>	81-85
<u>FORM P: SAMHSA Procurement Standards</u>	86-94
<u>FORM Q: Proposed Strategic Action Plan</u>	95-103
<u>FORM R: Proposed Budget and Sustainability Plan</u>	104-110

Note: Forms C to H can be found at: http://www.guamag.org/procurement_forms.html

REGISTRATION
GBHWC RFP 01-2021
HHS SAMHSA Federal Grant, GFOL Subgrants

The individual, firm, entity or organization identified below is an interested party and/or “potential Offeror” to GBHWC RFP 01-2021 and will receive changes, amendments, inquiries and/or related correspondence in accordance with the Guam Procurement Regulations. However, GBHWC will not be liable for failure to provide notice to any party who did not register accurate and current contact information.

Name of Organization or Individual			
Time/Date/Signature			
Contract Address			
Contact Number(s)			
Facsimile Number(s)			
Point of Contact (POC) or Official representative			
POC Contact Number(s)	Tel:	Fax:	
Email Address			
GBHWC ACKNOWLEDGMENT	Print Name & Title	Time & Date	Signature
SPECIAL REQUEST OR REMARK			

For those reviewing this proposal from the website, this registration form can be dropped off at 790 Governor Carlos Camacho Road, Tamuning, Guam during weekdays, except holidays and weekends, faxed to (671) 477-9076 or emailed to marilyn.aflague@gbhwc.guam.gov



PROPOSAL SIGNATURE FORM

For GBHWC RFP 01-2021

By submitting this proposal, the Offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

OFFICIAL CONTACT. GBHWC requests that the Offeror designate one person below to receive all documents and the method in which the documents are best delivered. GBHWC is thereby granted permission to contact the official contact named below for all communications. By its submission of this proposal and authorized signature below, proposer certifies that:

1. The information in the proposal is accurate;
2. Offeror accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
3. Offeror certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the Chief Procurement Officer or the Director of Public Works pursuant to Guam Procurement Law.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the Offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.

NOTE: The Offeror shall inform GBHWC immediately in writing of a change in the designated authorized representative.

NAME AND ADDRESS OF OFFEROR: By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

Type or Print Name and Title
Signature of Authorized Representative

Name of Offeror: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Type of Organization: [☐] Individual [☐] Non-Profit [☐] Partnership
 [☐] Corporation [☐] Joint Venture
 [☐] Other(Specify) _____

FORM FOR SUBMITTING ALL LICENSES
For GBHWC RFP 01-2021

Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:

☐ **Business License**

☐ from the Department of Revenue and Taxation, Government of Guam

☐ from a jurisdiction other than Guam:_____

☐ **Fictitious Name Registration**

☐ from the Department of Revenue and Taxation, Government of Guam

☐ from a jurisdiction other than Guam:_____

☐ **Certificate of Incorporation**

☐ from the Department of Revenue and Taxation, Government of Guam

☐ from a jurisdiction other than Guam:_____

☐ **Federal I.D.#**_____

☐ **Other Attachments. Please indicate:**_____

☐ **Please check here if there are no attachments to this form.**

Authorized Signature:_____Date:_____

AFFIDAVIT DISCLOSING OWNERSHIP AND COMMISSIONS

CITY OF _____)
) ss.
 ISLAND OF GUAM)

A. I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the offeror and that *[please check only one]*:

☐ The offeror is an individual or sole proprietor and owns the entire (100%) interest in the offering business.

☐ The offeror is a corporation, partnership, joint venture, or association known as _____ *[please state name of offeror company]*, and the persons, companies, partners, or joint venturers who have held more than 10% of the shares or interest in the offering business during the 365 days immediately preceding the submission date of the proposal are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>% of Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for which this affidavit is submitted are as follows *[if none, please so state]*:

<u>Name</u>	<u>Address</u>	<u>Compensation</u>
_____	_____	_____

C. If the ownership of the offering business should change between the time this affidavit is made and the time an award is made or a contract is entered into, then I promise personally to update the disclosure required by 5 GCA §5233 by delivering another affidavit to the government.

 Signature of one of the following:

Offeror, if the offeror is an individual;
 Partner, if the offeror is a partnership;
 Officer, if the offeror is a corporation.

Subscribed and sworn to before me
 this ____ day of _____, 20____.

 NOTARY PUBLIC
 My commission expires: _____

AFFIDAVIT RE NON-COLLUSION

CITY OF _____)
) SS.
ISLAND OF GUAM)

_____[state name of affiant signing below], being first duly sworn, deposes and says that:

1. The name of the offering company or individual is *[state name of company]* _____.

2. The proposal for the solicitation identified above is genuine and not collusive or a sham. The offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any other offeror or person, to put in a sham proposal or to refrain from making an offer. The offeror has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the government of Guam or any other offeror, or to secure any advantage against the government of Guam or any person interested in the proposed contract. All statements in this affidavit and in the proposal are true to the best of the knowledge of the undersigned. This statement is made pursuant to 2 GAR Division 4 § 3126(b).

3. I make this statement on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Signature of one of the following:

Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me

this _____ day of _____, 20____.

NOTARY PUBLIC
My commission expires _____, _____.

[state name of affiant signing below] being

2. To the best of affiant's knowledge, neither affiant, nor any of the offeror's officers, representatives, agents, subcontractors, or employees have violated, are violating the prohibition against gratuities and kickbacks set forth in 2 GAR Division 4 § 11107(e). Further, affiant promises, on behalf of offeror, not to violate the prohibition against gratuities and kickbacks as set forth in 2 GAR Division 4 § 11107(e).

Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

this _____ day of _____, 20____.

AFFIDAVIT RE ETHICAL STANDARDS

CITY OF _____)
) SS.
ISLAND OF GUAM)

_____ [state name of affiant signing below], being first
duly sworn, deposes and says that:

The affiant is _____ [state one of the following: the offeror, a partner of the offeror, an officer of the offeror] making the foregoing identified bid or proposal. To the best of affiant's knowledge, neither affiant nor any officers, representatives, agents, subcontractors or employees of offeror have knowingly influenced any government of Guam employee to breach any of the ethical standards set forth in 5 GCA Chapter 5, Article 11. Further, affiant promises that neither he or she, nor any officer, representative, agent, subcontractor, or employee of offeror will knowingly influence any government of Guam employee to breach any ethical standards set forth in 5 GCA Chapter 5, Article 11. These statements are made pursuant to 2 GAR Division 4 § 11103(b).

Signature of one of the following:

Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

Subscribed and sworn to before me
this _____ day of _____, 20____.

NOTARY PUBLIC
My commission expires _____, _____.

DECLARATION RE COMPLIANCE WITH U.S. DOL WAGE DETERMINATION

CITY OF _____)
) ss.
ISLAND OF GUAM)

Procurement No.: _____

Name of Offeror Company: _____

I, _____ hereby **certify under penalty of perjury**:

(1) That I am _____ [*please select one: the offeror, a partner of the offeror, an officer of the offeror*] making the bid or proposal in the foregoing identified procurement;

(2) That I have read and understand the provisions of 5 GCA § 5801 and § 5802 which read:

§ 5801. Wage Determination Established.

In such cases where the government of Guam enters into contractual arrangements with a sole proprietorship, a partnership or a corporation ("contractor") for the provision of a service to the government of Guam, and in such cases where the contractor employs a person(s) whose purpose, in whole or in part, is the direct delivery of service contracted by the government of Guam, then the contractor shall pay such employee(s) in accordance with the Wage Determination for Guam and the Northern Mariana Islands issued and promulgated by the U.S. Department of Labor for such labor as is employed in the direct delivery of contract deliverables to the government of Guam.

The Wage Determination most recently issued by the U.S. Department of Labor at the time a contract is awarded to a contractor by the government of Guam shall be used to determine wages, which shall be paid to employees pursuant to this Article. Should any contract contain a renewal clause, then at the time of renewal adjustments, there shall be made stipulations contained in that contract for applying the Wage Determination, as required by this Article, so that the Wage Determination promulgated by the U.S. Department of Labor on a date most recent to the renewal date shall apply.

§ 5802. Benefits.

In addition to the Wage Determination detailed in this Article, any contract to which this Article applies shall also contain provisions mandating health and similar benefits for employees covered by this Article, such benefits having a minimum value as detailed in the Wage Determination issued and promulgated by the U.S. Department of Labor, and shall contain provisions guaranteeing a minimum of ten (10) paid holidays per annum per employee.

(3) That the offeror is in full compliance with 5 GCA § 5801 and § 5802, as may be applicable to the procurement referenced herein;

(4) That I have attached the most recent wage determination applicable to Guam issued by the U.S. Department of Labor. [*INSTRUCTIONS - Please attach!*]

Signature

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Wage Determination No.: 2015-5693
Daniel W. Simms Division of | Revision No.: 12
Director Wage Determinations | Date Of Last Revision: 12/21/2020

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.95 for calendar year 2021 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.95 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2021. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: Guam Northern Marianas Wake Island

Area: Guam Statewide

Northern Marianas Statewide

Wake Island Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.57
01012 - Accounting Clerk II		15.23
01013 - Accounting Clerk III		17.04
01020 - Administrative Assistant		21.43
01035 - Court Reporter		17.40
01041 - Customer Service Representative I		11.51

01042 - Customer Service Representative II	12.94
01043 - Customer Service Representative III	14.12
01051 - Data Entry Operator I	12.15
01052 - Data Entry Operator II	13.25
01060 - Dispatcher Motor Vehicle	15.81
01070 - Document Preparation Clerk	13.85
01090 - Duplicating Machine Operator	13.85
01111 - General Clerk I	10.35
01112 - General Clerk II	11.29
01113 - General Clerk III	12.68
01120 - Housing Referral Assistant	19.39
01141 - Messenger Courier	11.37
01191 - Order Clerk I	12.57
01192 - Order Clerk II	13.71
01261 - Personnel Assistant (Employment) I	15.95
01262 - Personnel Assistant (Employment) II	17.85
01263 - Personnel Assistant (Employment) III	19.89
01270 - Production Control Clerk	21.78
01290 - Rental Clerk	11.10
01300 - Scheduler Maintenance	15.55
01311 - Secretary I	15.55
01312 - Secretary II	17.40
01313 - Secretary III	19.39
01320 - Service Order Dispatcher	14.00
01410 - Supply Technician	21.43
01420 - Survey Worker	16.79
01460 - Switchboard Operator/Receptionist	9.67
01531 - Travel Clerk I	13.01
01532 - Travel Clerk II	14.12
01533 - Travel Clerk III	15.09
01611 - Word Processor I	14.53
01612 - Word Processor II	16.31
01613 - Word Processor III	18.26
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	14.82
05010 - Automotive Electrician	13.92
05040 - Automotive Glass Installer	13.02
05070 - Automotive Worker	13.02
05110 - Mobile Equipment Servicer	11.16
05130 - Motor Equipment Metal Mechanic	14.82
05160 - Motor Equipment Metal Worker	13.02
05190 - Motor Vehicle Mechanic	14.82
05220 - Motor Vehicle Mechanic Helper	10.22
05250 - Motor Vehicle Upholstery Worker	12.11
05280 - Motor Vehicle Wrecker	13.02
05310 - Painter Automotive	13.92
05340 - Radiator Repair Specialist	13.02
05370 - Tire Repairer	12.34
05400 - Transmission Repair Specialist	14.82

07000 - Food Preparation And Service Occupations	
07010 - Baker	10.47
07041 - Cook I	12.05
07042 - Cook II	14.05
07070 - Dishwasher	9.28
07130 - Food Service Worker	9.34
07210 - Meat Cutter	11.86
07260 - Waiter/Waitress	9.23
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.04
09040 - Furniture Handler	10.95
09080 - Furniture Refinisher	18.04
09090 - Furniture Refinisher Helper	13.27
09110 - Furniture Repairer Minor	15.70
09130 - Upholsterer	18.04
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	9.35
11060 - Elevator Operator	9.35
11090 - Gardener	13.00
11122 - Housekeeping Aide	9.44
11150 - Janitor	9.44
11210 - Laborer Grounds Maintenance	9.82
11240 - Maid or Houseman	9.26
11260 - Pruner	8.79
11270 - Tractor Operator	11.90
11330 - Trail Maintenance Worker	9.82
11360 - Window Cleaner	10.54
12000 - Health Occupations	
12010 - Ambulance Driver	17.77
12011 - Breath Alcohol Technician	17.77
12012 - Certified Occupational Therapist Assistant	24.38
12015 - Certified Physical Therapist Assistant	24.38
12020 - Dental Assistant	15.02
12025 - Dental Hygienist	32.84
12030 - EKG Technician	25.99
12035 - Electroneurodiagnostic Technologist	25.99
12040 - Emergency Medical Technician	17.77
12071 - Licensed Practical Nurse I	15.88
12072 - Licensed Practical Nurse II	17.77
12073 - Licensed Practical Nurse III	19.81
12100 - Medical Assistant	12.26
12130 - Medical Laboratory Technician	18.82
12160 - Medical Record Clerk	13.61
12190 - Medical Record Technician	17.77
12195 - Medical Transcriptionist	15.88
12210 - Nuclear Medicine Technologist	39.04
12221 - Nursing Assistant I	11.34
12222 - Nursing Assistant II	12.75
12223 - Nursing Assistant III	13.91

12224 - Nursing Assistant IV		15.61
12235 - Optical Dispenser		17.77
12236 - Optical Technician		15.88
12250 - Pharmacy Technician		15.49
12280 - Phlebotomist		15.33
12305 - Radiologic Technologist		23.03
12311 - Registered Nurse I		22.53
12312 - Registered Nurse II		27.56
12313 - Registered Nurse II Specialist		27.56
12314 - Registered Nurse III		33.34
12315 - Registered Nurse III Anesthetist		33.34
12316 - Registered Nurse IV		39.96
12317 - Scheduler (Drug and Alcohol Testing)		22.01
12320 - Substance Abuse Treatment Counselor		22.01
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		20.35
13012 - Exhibits Specialist II		25.20
13013 - Exhibits Specialist III		30.83
13041 - Illustrator I		20.35
13042 - Illustrator II		25.20
13043 - Illustrator III		30.83
13047 - Librarian		27.91
13050 - Library Aide/Clerk		16.20
13054 - Library Information Technology Systems Administrator		25.20
13058 - Library Technician		16.64
13061 - Media Specialist I		18.18
13062 - Media Specialist II		20.35
13063 - Media Specialist III		22.68
13071 - Photographer I		18.18
13072 - Photographer II		20.35
13073 - Photographer III		25.20
13074 - Photographer IV		30.83
13075 - Photographer V		37.30
13090 - Technical Order Library Clerk		20.35
13110 - Video Teleconference Technician		17.38
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.71
14042 - Computer Operator II		17.22
14043 - Computer Operator III		19.19
14044 - Computer Operator IV		21.33
14045 - Computer Operator V		23.62
14071 - Computer Programmer I	(see 1)	15.73
14072 - Computer Programmer II	(see 1)	19.50
14073 - Computer Programmer III	(see 1)	23.84
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	24.23
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	

14150 - Peripheral Equipment Operator	15.71
14160 - Personal Computer Support Technician	21.33
14170 - System Support Specialist	21.24
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	24.23
15020 - Aircrew Training Devices Instructor (Rated)	29.32
15030 - Air Crew Training Devices Instructor (Pilot)	34.91
15050 - Computer Based Training Specialist / Instructor	24.23
15060 - Educational Technologist	27.61
15070 - Flight Instructor (Pilot)	34.91
15080 - Graphic Artist	0.47
15085 - Maintenance Test Pilot Fixed Jet/Prop	34.91
15086 - Maintenance Test Pilot Rotary Wing	34.91
15088 - Non-Maintenance Test/Co-Pilot	34.91
15090 - Technical Instructor	17.67
15095 - Technical Instructor/Course Developer	21.62
15110 - Test Proctor	14.27
15120 - Tutor	14.27
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	11.30
16070 - Finisher Flatwork Machine	9.88
16090 - Presser Hand	9.88
16110 - Presser Machine Drycleaning	9.88
16130 - Presser Machine Shirts	9.88
16160 - Presser Machine Wearing Apparel Laundry	9.88
16190 - Sewing Machine Operator	11.94
16220 - Tailor	12.44
16250 - Washer Machine	10.36
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.04
19040 - Tool And Die Maker	22.67
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.96
21030 - Material Coordinator	21.78
21040 - Material Expediter	21.78
21050 - Material Handling Laborer	11.37
21071 - Order Filler	9.66
21080 - Production Line Worker (Food Processing)	13.96
21110 - Shipping Packer	5.92
21130 - Shipping/Receiving Clerk	15.92
21140 - Store Worker I	14.76
21150 - Stock Clerk	20.75
21210 - Tools And Parts Attendant	13.96
21410 - Warehouse Specialist	13.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	22.76
23019 - Aircraft Logs and Records Technician	17.70

23021 - Aircraft Mechanic I	21.67
23022 - Aircraft Mechanic II	22.76
23023 - Aircraft Mechanic III	23.91
23040 - Aircraft Mechanic Helper	15.07
23050 - Aircraft Painter	20.35
23060 - Aircraft Servicer	17.70
23070 - Aircraft Survival Flight Equipment Technician	20.35
23080 - Aircraft Worker	19.12
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	19.12
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	21.67
23110 - Appliance Mechanic	18.04
23120 - Bicycle Repairer	14.49
23125 - Cable Splicer	19.59
23130 - Carpenter Maintenance	16.07
23140 - Carpet Layer	16.86
23160 - Electrician Maintenance	18.05
23181 - Electronics Technician Maintenance I	16.86
23182 - Electronics Technician Maintenance II	18.04
23183 - Electronics Technician Maintenance III	19.55
23260 - Fabric Worker	15.70
23290 - Fire Alarm System Mechanic	15.43
23310 - Fire Extinguisher Repairer	14.49
23311 - Fuel Distribution System Mechanic	19.21
23312 - Fuel Distribution System Operator	14.49
23370 - General Maintenance Worker	11.96
23380 - Ground Support Equipment Mechanic	21.67
23381 - Ground Support Equipment Servicer	17.70
23382 - Ground Support Equipment Worker	19.12
23391 - Gunsmith I	14.49
23392 - Gunsmith II	16.86
23393 - Gunsmith III	19.21
23410 - Heating Ventilation And Air-Conditioning Mechanic	17.16
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	18.25
23430 - Heavy Equipment Mechanic	18.35
23440 - Heavy Equipment Operator	17.12
23460 - Instrument Mechanic	19.21
23465 - Laboratory/Shelter Mechanic	18.04
23470 - Laborer	11.37
23510 - Locksmith	18.04
23530 - Machinery Maintenance Mechanic	23.13
23550 - Machinist Maintenance	19.21
23580 - Maintenance Trades Helper	10.67
23591 - Metrology Technician I	19.21
23592 - Metrology Technician II	20.42
23593 - Metrology Technician III	21.63

23640 - Millwright	19.21
23710 - Office Appliance Repairer	18.04
23760 - Painter Maintenance	13.95
23790 - Pipefitter Maintenance	18.39
23810 - Plumber Maintenance	17.27
23820 - Pneudraulic Systems Mechanic	19.21
23850 - Rigger	19.21
23870 - Scale Mechanic	16.86
23890 - Sheet-Metal Worker Maintenance	16.09
23910 - Small Engine Mechanic	16.86
23931 - Telecommunications Mechanic I	19.01
23932 - Telecommunications Mechanic II	19.91
23950 - Telephone Lineman	18.24
23960 - Welder Combination Maintenance	17.95
23965 - Well Driller	19.21
23970 - Woodcraft Worker	19.21
23980 - Woodworker	14.49
24000 - Personal Needs Occupations	
24550 - Case Manager	14.72
24570 - Child Care Attendant	10.09
24580 - Child Care Center Clerk	13.25
24610 - Chore Aide	11.62
24620 - Family Readiness And Support Services Coordinator	14.72
24630 - Homemaker	16.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	19.21
25040 - Sewage Plant Operator	21.59
25070 - Stationary Engineer	19.21
25190 - Ventilation Equipment Tender	13.27
25210 - Water Treatment Plant Operator	21.59
27000 - Protective Service Occupations	
27004 - Alarm Monitor	10.90
27007 - Baggage Inspector	9.40
27008 - Corrections Officer	12.05
27010 - Court Security Officer	12.05
27030 - Detection Dog Handler	10.90
27040 - Detention Officer	12.05
27070 - Firefighter	12.05
27101 - Guard I	9.40
27102 - Guard II	10.90
27131 - Police Officer I	12.05
27132 - Police Officer II	13.40
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.79
28042 - Carnival Equipment Repairer	13.97
28043 - Carnival Worker	9.45
28210 - Gate Attendant/Gate Tender	13.18
28310 - Lifeguard	11.01

28350 - Park Attendant (Aide)	14.74
28510 - Recreation Aide/Health Facility Attendant	11.84
28515 - Recreation Specialist	18.26
28630 - Sports Official	11.74
28690 - Swimming Pool Operator	17.71
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.62
29020 - Hatch Tender	23.62
29030 - Line Handler	23.62
29041 - Stevedore I	21.98
29042 - Stevedore II	25.26
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	39.89
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	27.50
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	30.29
30021 - Archeological Technician I	17.49
30022 - Archeological Technician II	19.56
30023 - Archeological Technician III	24.21
30030 - Cartographic Technician	23.18
30040 - Civil Engineering Technician	23.08
30051 - Cryogenic Technician I	25.57
30052 - Cryogenic Technician II	28.24
30061 - Drafter/CAD Operator I	17.49
30062 - Drafter/CAD Operator II	19.56
30063 - Drafter/CAD Operator III	20.77
30064 - Drafter/CAD Operator IV	25.57
30081 - Engineering Technician I	14.84
30082 - Engineering Technician II	16.66
30083 - Engineering Technician III	18.64
30084 - Engineering Technician IV	23.08
30085 - Engineering Technician V	28.24
30086 - Engineering Technician VI	34.16
30090 - Environmental Technician	23.08
30095 - Evidence Control Specialist	23.08
30210 - Laboratory Technician	20.77
30221 - Latent Fingerprint Technician I	25.57
30222 - Latent Fingerprint Technician II	28.24
30240 - Mathematical Technician	23.34
30361 - Paralegal/Legal Assistant I	19.44
30362 - Paralegal/Legal Assistant II	23.94
30363 - Paralegal/Legal Assistant III	29.29
30364 - Paralegal/Legal Assistant IV	35.44
30375 - Petroleum Supply Specialist	28.24
30390 - Photo-Optics Technician	21.93
30395 - Radiation Control Technician	28.24
30461 - Technical Writer I	23.08
30462 - Technical Writer II	28.24
30463 - Technical Writer III	34.16
30491 - Unexploded Ordnance (UXO) Technician I	25.35

30492 - Unexploded Ordnance (UXO) Technician II	30.67
30493 - Unexploded Ordnance (UXO) Technician III	36.76
30494 - Unexploded (UXO) Safety Escort	25.35
30495 - Unexploded (UXO) Sweep Personnel	25.35
30501 - Weather Forecaster I	25.57
30502 - Weather Forecaster II	31.09
30620 - Weather Observer Combined Upper Air Or (see 2)	20.77
Surface Programs	
30621 - Weather Observer Senior (see 2)	23.08
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	30.67
31020 - Bus Aide	8.15
31030 - Bus Driver	9.69
31043 - Driver Courier	9.69
31260 - Parking and Lot Attendant	9.91
31290 - Shuttle Bus Driver	10.59
31310 - Taxi Driver	10.37
31361 - Truckdriver Light	10.59
31362 - Truckdriver Medium	11.61
31363 - Truckdriver Heavy	13.92
31364 - Truckdriver Tractor-Trailer	13.92
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.95
99030 - Cashier	9.48
99050 - Desk Clerk	9.70
99095 - Embalmer	25.35
99130 - Flight Follower	25.35
99251 - Laboratory Animal Caretaker I	22.67
99252 - Laboratory Animal Caretaker II	24.77
99260 - Marketing Analyst	21.54
99310 - Mortician	25.35
99410 - Pest Controller	14.61
99510 - Photofinishing Worker	13.32
99710 - Recycling Laborer	15.75
99711 - Recycling Specialist	21.66
99730 - Refuse Collector	14.91
99810 - Sales Clerk	9.66
99820 - School Crossing Guard	16.75
99830 - Survey Party Chief	22.02
99831 - Surveying Aide	12.52
99832 - Surveying Technician	16.27
99840 - Vending Machine Attendant	22.67
99841 - Vending Machine Repairer	28.88
99842 - Vending Machine Repairer Helper	22.67

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 4 weeks after 3 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you

work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered

overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in

those instances where the uniforms furnished are made of ""wash and wear"" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the ""Service Contract Act Directory of Occupations"" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard
Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

_____ [state name of affiant signing below], being first duly sworn, deposes and says that:

2. As a part of the offering company's bid or proposal, to the best of my knowledge, the offering company has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract. This statement is made pursuant to 2 GAR Division 4 11108(f).

4. I make these statements on behalf of myself as a representative of the offeror, and on behalf of the offeror's officers, representatives, agents, subcontractors, and employees.

Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation.

this _____ day of _____, 20____.

FORM I



Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Notice of Award
FAIN# H79SM082116
Federal Award Date
01/11/2021

Recipient Information 1. Recipient Name GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER 790 GOV CARLOS CAMACHO RD TAMUNING, GU 96913 2. Congressional District of Recipient 98 3. Payment System Identifier (ID) 198001894712 4. Employer Identification Number (EIN) 980018947 5. Data Universal Numbering System (DUNS) 855031402 6. Recipient's Unique Entity Identifier 7. Project Director or Principal Investigator KristiAnna Whitman tianna.santos@gmail.com 671-647-1901 8. Authorized Official Theresa Arriola theresa.arriola@gbhwc.guam.gov 6716471901	Federal Award Information 11. Award Number 5H79SM082116-02 12. Unique Federal Award Identification Number (FAIN) H79SM082116 13. Statutory Authority Section 520E (290bb-36) of the PHS Act, as amended 14. Federal Award Project Title Guam Focus on Life (GFOL) 15. Assistance Listing Number 93.243 16. Assistance Listing Program Title Substance Abuse and Mental Health Services_Projects of Regional and National Significance 17. Award Action Type Non-Competing Continuation 18. Is the Award R&D? No
---	--

Summary Federal Award Financial Information	
19. Budget Period Start Date 01/15/2021 – End Date 01/14/2022	
20. Total Amount of Federal Funds Obligated by this Action	\$736,000
20a. Direct Cost Amount	\$718,352
20b. Indirect Cost Amount	\$17,648
21. Authorized Carryover	\$0
22. Offset	\$0
23. Total Amount of Federal Funds Obligated this budget period	\$736,000
24. Total Approved Cost Sharing or Matching, where applicable	\$0
25. Total Federal and Non-Federal Approved this Budget Period	\$736,000
<hr/>	
26. Project Period Start Date 01/15/2020 – End Date 01/14/2025	
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$1,472,000

Federal Agency Information 9. Awarding Agency Contact Information Heather Cooper Center for Mental Health Services Heather.Cooper@samhsa.hhs.gov 240-276-1612 10. Program Official Contact Information Savannah Kidd Center for Mental Health Services Savannah.Kidd@samhsa.hhs.gov 240-276-1071	28. Authorized Treatment of Program Income Additional Costs 29. Grants Management Officer - Signature Eileen Bermudez
---	--

30. Remarks Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise



GLS State/Tribal Youth Suicide Prevention
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Notice of Award

Issue Date: 01/11/2021

Center for Mental Health Services

Award Number: 5H79SM082116-02
FAIN: H79SM082116
Program Director: KristiAnna Whitman

Project Title: Guam Focus on Life (GFOL)

Organization Name: GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER

Authorized Official: Theresa Arriola

Authorized Official e-mail address: theresa.arriola@gbhwc.guam.gov

Budget Period: 01/15/2021 – 01/14/2022
Project Period: 01/15/2020 – 01/14/2025

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$736,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER in support of the above referenced project. This award is pursuant to the authority of Section 520E (290bb-36) of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Eileen Bermudez
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 5H79SM082116-02**Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$148,553
Fringe Benefits	\$68,639
Equipment	\$10,000
Travel	\$16,772
Supplies	\$13,155
Contractual	\$422,443
Other	\$38,790
 Direct Cost	 \$718,352
Indirect Cost	\$17,648
Approved Budget	\$736,000
Federal Share	\$736,000
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$736,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
2	\$736,000
3	\$736,000
4	\$736,000
5	\$736,000

*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.243
EIN:	198001894712
Document Number:	20SM82116A
Fiscal Year:	2021

IC	CAN	Amount
SM	C96J221	\$736,000

IC	CAN	2021	2022	2023	2024
SM	C96J221	\$736,000	\$736,000	\$736,000	\$736,000

SM Administrative Data:

PCC: GLS-ST19 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 5H79SM082116-02

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning

fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 5H79SM082116-02

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – SM Special Terms and Conditions – 5H79SM082116-02

REMARKS

Continuation Award

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant Program, **Funding Opportunity Announcement (FOA) Number SM-19-006** is being continued.

a) This award reflects acceptance of the attestation letter signed and dated August 30, 2020 by the Authorized Representative of the Organization, that there are no budget changes above 25% of the total previous budget period in response to the continuation application request.

2. Key Staff

Key staff is listed below:

KristiAnna Whitman, Project Director @ 100% level of effort

Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Staff or otherwise) across all federally funded sources.

Any changes to key staff including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project requires prior approval and must be submitted as a post-award amendment in eRA Commons.

For additional information on how to submit a post-award amendment, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-changes>. Any technical questions regarding the submission process should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>.

3. All responses to award terms and conditions and post award amendment requests must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

4. Recipients are expected to plan their work and ensure that funds are expended within the 12-month budget period reflected on this Notice of Award. If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

STANDARD TERMS AND CONDITIONS

Annual Federal Financial Report (SF-425)

By April 14, 2022, submit the Federal Financial Report (FFR) (SF-425).

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements will be consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The SF-425 initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments.

The FFR is required on an annual basis and should reflect only cumulative actual Federal funds authorized and disbursed, any non-Federal matching funds (if identified in the Funding Opportunity Announcement (FOA)), unliquidated obligations incurred, the unobligated balance of the Federal funds for the award, as well as program income generated during the timeframe covered by the report. Additional guidance to complete the FFR can be found at

<http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Effective January 1, 2021, recipients can connect seamlessly from the eRA Commons FFR Module to PMS by clicking the "Manage FFR" button on the "Search for Federal Financial Report (FFR)" page.

- Recipients who do not have access to PMS may use the following instructions on how to update user permission: <https://pms.psc.gov/grant-recipients/access-newuser.html>.
- Recipients who currently have access to PMS and are submitting or certifying the FFR on behalf of their organization, should login to PMS and update their permissions to request access to the FFR Module using the following instructions: <https://pms.psc.gov/grant-recipients/access-changes.html>.
 - Instructions on how to submit a FFR via PMS are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> **(Must be logged into PMS to access link)**

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533.

Note: Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

Annual Programmatic Progress Report

By April 14, 2022, submit via eRA Commons.

The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this incremental period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific

submission information.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading How to Respond to Terms and Conditions.

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on Page 2 of your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Consistent Treatment of Costs.

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. *Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.).* If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of 45 CFR 75.364, 45 CFR 75.371, 45 CFR 75.386 and 45 CFR Part 75, Subpart F, *Audit Requirements*.

Compliance with Award Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.371, REMEDIES FOR NON-COMPLIANCE AND 45 CFR 75.372 TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Savannah Kidd, Program Official
Phone: 240-276-1071 Email: Savannah.Kidd@samhsa.hhs.gov

Heather Cooper, Grants Specialist
Phone: 240-276-1612 Email: Heather.Cooper@samhsa.hhs.gov

Subaward Data

(i)	Subrecipient Name	TO BE DETERMINED
(ii)	Subrecipient Unique Entity Identifier:	TO BE DETERMINED
(iii)	Federal Award Identification Number (FAIN):	H79SM082116
(iv)	Federal Award Date of Award to the Recipient by the Federal Agency:	Notice of Award: January 11, 2021
(v)	Subaward Period of Performance Start Date:	Effective date signed by Governor
	Subaward Period of Performance End Date:	Initial performance end date of 01/14/2022, with the option to renew for three 1-year terms, dependent on the availability of funding.
(vi)	Subaward Budget Period Start Date	Effective date signed by Governor
	Subaward Budget Period End Date	Initial performance end date of 01/14/2022, with the option to renew for three 1-year terms, dependent on the availability of funding
(vii)	Amount of Federal Funds Obligated by this Action by the Pass-Through Entity to the Subrecipient:	TO BE DETERMINED
(viii)	Total Amount of Federal Funds Obligated to the Subrecipient by the Pass-Through Entity Including the Current Financial Obligation:	N/A
(ix)	Total Amount of the Federal Award Committed to the Subrecipient by the Pass-Through Entity:	The intent is to award up to three subawards, with the initial budget not to exceed \$77,427.00. Option to renew for three 1-year terms, dependent on the availability of funding.
(x)	Federal Award Project Description:	The Garrett Lee Smith (GLS) State youth suicide prevention grant's purpose is to support states with implementing youth (ages 10-24) suicide prevention and early intervention strategies in schools, educational institutions, juvenile justice

		systems, substance use programs, mental health programs, foster care systems, and other child and youth-serving organizations. It is expected that this program will: (1) increase the number of youth-serving organizations who are able to identify and work with youth at risk of suicide; (2) increase the capacity of clinical service providers to assess, manage, and treat youth at risk of suicide; and (3) improve the continuity of care and follow-up of youth identified to be at risk for suicide, including those who have been discharged from emergency department and inpatient psychiatric units.
(xi)	Name of Federal Awarding Agency:	Substance Abuse and Mental Health Services Agency (SAMHSA)
	Name of Pass-Through Entity:	Guam Behavioral Health & Wellness Center (Guam Focus on Life)
	Contact Information for Federal Awarding Official:	Heather Cooper, Grants Management Specialist Heather.cooper@samhsa.hhs.gov 240-276-1612 Kathleen Burkhardt, Grant Program Official kathleen.burkhardt@samhsa.hhs.gov
	Contact Information for [AGENCY] Authorizing Official:	Theresa Arriola, Authorized Official Theresa.arriola@gbhwc.guam.gov 671-647-1901
	Contact Information for [AGENCY] Project Director:	KristiAnna S. Whitman Kristianna.whitman@gbhwc.guam.gov 671-647-1901
(xii)	Assistance Listing Number and Title (fna) CFDA	93.243

	Number and Name:	Substance Abuse and Mental Health Services_Projects of Regional and National Significance
(xiii)	Identification of Whether Subaward is R&D:	This is not a Research & Development Subaward.
(xiv)	Indirect Cost Rate for [AGENCY] Federal Award:	11.88%
	Subrecipient Indirect Costs:	See <u>Exhibit</u> – Approved Budget

Fiscal Year 2021 – Award Standard Terms

Name	Language
1 Acceptance of the Terms of an Award	<p>By drawing or otherwise obtaining funds from the Health and Human Services (HHS) Payment Management System, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer (GMO) within thirty (30) days of receipt of this award notice. Once an award is accepted by a recipient, the contents of the Notice of Award (NoA) are binding on the recipient unless and until modified by a revised NoA signed by the GMO.</p> <p>Certification Statement: By drawing down funds, the recipient certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer Federal awards and funds drawn down. Recipients of Department of Health and Human Services' (DHHS) grants or cooperative agreement awards must comply with all terms and condition of their awards, including: (a) terms and conditions included in the HHS Grants Policy Statement in effect at the time of a new, non-competing continuation, or renewal award https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgrps107.pdf, including the requirements of HHS grants administration regulations; (b) requirements of the authorizing statutes and implementing regulations for the program under which the award is funded; (c) applicable requirements or limitations in appropriations acts; and (d) any requirements specific to the particular award specified in program policy and guidance, the Funding Opportunity Announcement, or the NoA.</p>
2 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards	<p>The NoA issued is subject to the administrative requirements, cost principles, and audit requirements that govern Federal monies associated with this award, as applicable, in the Uniform Guidance 2 Code of Federal Regulations (CFR) Part 200 as codified by HHS at 45 CFR Part 75 (Electronic Code of Federal Regulations (eCFR)).</p>
3 Award Expectations	<p>The eligibility and program requirements originally outlined in the Funding Opportunity Announcement (FOA) must continue to be adhered to as the funded project is implemented. Recipients must comply with the performance goals, milestones, outcomes, and performance data collection as reflected in the FOA and related policy and guidance. Additional terms and/or conditions may be applied to this award if outstanding financial or programmatic compliance issues are identified by Substance Abuse and Mental Health Services Administration (SAMHSA).</p>
4 Flow down of requirements to sub-recipients	<p>The grantee, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to sub-recipients, in accordance with 45 CFR §§ 75.351 – 75.352, Sub-recipient monitoring and management.</p>
5 Future Funding	<p>As indicated in the NoA, recommended future support reflects total costs (direct plus indirect). Funding is subject to the availability of Federal funds and satisfactory progress of the project.</p>
6 Non-Supplant	<p>Federal award funds must supplement, not replace (supplant) nonfederal funds. All recipients who receive awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.</p>
7 Unallowable Costs	<p>All costs incurred prior to the award issue date and costs not consistent with the funding opportunity, 45 CFR Part 75, and the HHS Grants Policy Statement, are not allowable under this award.</p>

Page 1

Name	Language
8 Conflicts of Interest Policy	<p>Recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:</p> <ul style="list-style-type: none"> • address conditions under which outside activities, relationships, or financial interest are proper or improper; • provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official; • include a process for notification and review by the responsible official of potential or actual violations of the standards; and • specify the nature of penalties that may be imposed for violations.
9 Administrative and National Policy Requirements	<p>Public policy requirements are requirements with a broader national purpose than that of the Federal sponsoring program or award that an applicant/recipient must adhere to as a prerequisite to and/or condition of an award. Public policy requirements are established by statute, regulation, or Executive order. In some cases they relate to general activities, such as preservation of the environment, while, in other cases they are integral to the purposes of the award-supported activities. An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal statute and regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.</p>
10 Carryover - Expanded Authority for Unobligated Balances from One Budget Period to Any Subsequent Budget Period	<p>Federal administrative requirements allow agencies to provide recipients with expanded authorities, which waive certain cost-related and administrative prior approvals under certain conditions.</p> <p>Per 45 CFR Part 75.308 (d)(3) SAMHSA has extended expanded authority to recipients requesting carryover of unobligated balances (UOB) up to 25% or less of the current budget period (year when the funds are needed) provided that recipients are not on drawdown restriction.</p> <p>Recipients requesting a carryover greater than 25% of the current budget period award cannot exercise this expanded authority.</p> <p>Recipients who exercise expanded authority MUST include an Intent to Carryover statement in the Remarks section (box 12) of the annual Federal Financial Report (FFR).</p> <p>Expanded authority may be overridden by other special terms or conditions of the award. Recipients must carefully review the Notice of Award to determine if a particular authority is withheld for a specific award.</p> <p>Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds.</p> <p><i>Additional Guidance:</i> https://www.samhsa.gov/grants/grants-management/post-award-amendments#carryover</p>

11	Name Marijuana Restriction	Language
		Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. <i>See, e.g.,</i> 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended in full accordance with U.S. statutory requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.
12	Prior Approval	<p>SAMHSA anticipates that the recipient may need to modify the recipient's award budget or other aspects of its approved application during performance to accomplish the award's programmatic objectives. In general, recipients are allowed a certain degree of latitude to re-budget within and between budget categories to meet unanticipated needs and to make other types of post-award changes, provided that the changes still meet the statutory program requirements and the regulatory requirements under 45 CFR, as applicable.</p> <p>Items that require prior approval (i.e. formal written approval) from the GMO, as indicated in either 45 CFR Part 75 or the HHS Grants Policy Statement, must be submitted in writing to the GMO. Based on the nature, extent, and timing of the request, the SAMHSA GMO may approve, deny, or request additional material to further document and evaluate your request.</p> <p>Only an amended NoA signed by the GMO is considered valid. Verbal authorization is not approval and is not binding on SAMHSA. Recipients who proceed do so at their own risk.</p> <p>Prior approval is required for but is not limited to: Changes in Key Personnel and Level of Effort, Budget Revisions, Changes in Scope, Carryover Requests (that fall outside the term for the Expanded Authority for Carryover), and No Cost Extensions. A summary of activities that require prior approval is listed in the HHS Grants Policy Statement under Exhibit 5, Page II-49 See link: https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgrps107.pdf.</p> <p>SAMHSA instructions regarding requests for prior approval are available at: https://www.samhsa.gov/grants/grants-management/post-award-amendments</p>
13	Executive Pay	<p>The Consolidated Appropriations Act, 2021 (Public Law 116-260), signed into law on December 27, 2020 restricts the amount of direct salary to Executive Level II of the Federal Executive Pay scale. Effective January 3, 2021, the salary limitation for Executive Level II is \$199,300.</p> <p>For awards issued prior to this change, if adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, recipients may re-budget to accommodate the current Executive Level II salary level. However, no additional funds will be provided to these grant awards.</p>
14	Promotional Items	<p>SAMHSA grant funds may not be used for Promotional Items. Promotional items include but are not limited to: clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.</p> <p>HHS Policy on the Use of Appropriated Funds for Promotional Items: https://www.hhs.gov/grants/contracts/contract-policies-regulations/spending-on-promotional-items/index.html</p>

15	Name	Language
	SAM and DUNS Requirements	<p>This award is subject to requirements as set forth in 2 CFR 25.310 Appendix A SAM and Data Universal Number System (DUNS) numbers. 2 CFR Part 25 - Appendix A4 System of Award Management (SAM) and Universal Identifier Requirements</p> <p>A. Requirement for System of Award Management</p> <p>Unless you are exempted from this requirement under 2 CFR 25.110, you, as the recipient, must maintain the currency of your information in the SAM, until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.</p> <p>B. Requirement for unique entity identifier if you are authorized (reference project description) to make subawards under this award, you:</p> <ol style="list-style-type: none"> 1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you, unless the entity has provided its unique entity identifier to you; and 2. May not make a subaward to an entity, unless the entity has provided its unique entity identifier to you. <p>C. Definitions. For purposes of this award term:</p> <ol style="list-style-type: none"> 1. System of Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at: http://www.sam.gov). 2. Unique entity identifier means the identifier required for SAM registration to uniquely identify business entities. 3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C: <ol style="list-style-type: none"> a. A governmental organization, which is a state, local government, or Indian Tribe; b. A foreign public entity; c. A domestic or foreign nonprofit organization; d. A domestic or foreign for-profit organization; and e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity. 4. Subaward: <ol style="list-style-type: none"> a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient; b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330). c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract. 5. Subrecipient means an entity that: a. receives a subaward from you under this award; and b. is accountable to you for the use of the Federal funds provided by the subaward.

Name	Language
16 Federal Financial Accountability and Transparency Act (FFATA)	<p>Reporting Subawards and Executive Compensation, 2 CFR, Appendix A to Part 170</p> <p>a. Reporting of first-tier subawards.</p> <ol style="list-style-type: none"> 1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term). 2. Where and when to report. <ol style="list-style-type: none"> i. You must report each obligating action described in paragraph a. 1. of this award term to http://www.fsrs.gov. ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.) 3. What to report. You must report the information about each obligating action that the submission instructions posted at http://www.fsrs.gov specify. <p>b. Reporting Total Compensation of Recipient Executives.</p> <ol style="list-style-type: none"> 1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if— <ol style="list-style-type: none"> i. the total Federal funding authorized to date under this award is \$25,000 or more; ii. in the preceding fiscal year, you received— <ol style="list-style-type: none"> (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/fast-answers/answers-execomphrm.html 2. Where and when to report. You must report executive total compensation described in paragraph b. 1. of this award term: <ol style="list-style-type: none"> i. As part of your registration profile at https://www.sam.gov ii. By the end of the month following the month in which this award is made, and annually thereafter. <p>c. Reporting of Total Compensation of Subrecipient Executives.</p> <ol style="list-style-type: none"> 1. Applicability and what to report. Unless you are exempt as provided in paragraph c. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if— <ol style="list-style-type: none"> i. in the subrecipient's preceding fiscal year, the subrecipient received— <ol style="list-style-type: none"> (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the

Name	Language
	<p>Transparency Act, as defined at 2 CFR 170.320 (and subawards); and</p> <p>(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and</p> <p>ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at http://www.sec.gov/answers/execomp.htm.)</p> <p>2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c. 1. of this award term:</p> <p>i. To the recipient.</p> <p>ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.</p> <p>d. Exemptions if, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:</p> <p>i. Subawards, and</p> <p>ii. The total compensation of the five most highly compensated executives of any subrecipient.</p> <p>e. Definitions. For purposes of this award term:</p> <p>1. Entity means all of the following, as defined in 2 CFR Part 25:</p> <p>i. A Governmental organization, which is a State, local government, or Indian tribe;</p> <p>ii. A foreign public entity;</p> <p>iii. A domestic or foreign nonprofit organization;</p> <p>iv. A domestic or foreign for-profit organization;</p> <p>v. A Federal agency, but only as a subrecipient under an award or sub-award to a non-Federal entity.</p> <p>2. Executive means officers, managing partners, or any other employees in management positions.</p> <p>3. Subaward:</p> <p>i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.</p> <p>ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ____ 210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").</p> <p>iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.</p> <p>4. Subrecipient means an entity that:</p> <p>i. Receives a subaward from you (the recipient) under this award; and</p> <p>ii. Is accountable to you for the use of the Federal funds provided by the subaward.</p> <p>5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):</p>

Name	Language
	<ul style="list-style-type: none"> i. Salary and bonus. ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments. iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. v. Above-market earnings on deferred compensation which is not tax-qualified. vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000. <p>[75 FR 55669, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014]</p>
17	<p>FAPIS - Recipient Integrity and Performance</p> <p>https://www.fapis.gov/fapis/index.action</p> <p>A. Reporting of Matters Related to Recipient Integrity and Performance</p> <p>1. General Reporting Requirement If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.</p> <p>2. Proceedings About Which You Must Report Submit the information required about each proceeding that:</p> <ul style="list-style-type: none"> a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government; b. Reached its final disposition during the most recent five-year period; and c. If one of the following: <ul style="list-style-type: none"> (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition; (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more; (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or (4) Any other criminal, civil, or administrative proceeding if: <ul style="list-style-type: none"> i. It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition; ii. It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and

Name	Language
	<p>iii. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.</p> <p>3. Reporting Procedures Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.</p> <p>4. Reporting Frequency During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.</p> <p>5. Definitions For purposes of this award term and condition:</p> <ul style="list-style-type: none"> a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables. b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. c. Total value of currently active grants, cooperative agreements, and procurement contracts includes— <ul style="list-style-type: none"> (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised <p>[81 FR 3019, Jan. 20, 2016]</p>
18	<p>Acknowledgement of Federal Funding in communications and contracting.</p> <p>As required by HHS appropriations acts, all HHS recipients must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Recipients are required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.</p>
19	<p>Acknowledgement of Federal Funding at Conferences and Meetings</p> <p>A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the</p>

22	Name Lobbying Restrictions	Language
		<p>Per 45 CFR §75.215, Recipients are subject to the restrictions on lobbying as set forth in 45 CFR part 93.</p> <p>U.S.C. > Title 18 > Part I > Chapter 93 > Section 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities.</p> <p>Violations of this section shall constitute as a violation of section 1352 (a) of Title 31.</p>
23	Drug-Free Workplace	<p>The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the AOR agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify NIH if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS implementing regulations are set forth in 2 CFR part 382.400. All recipients of NIH grant funds must comply with the requirements in Subpart B (or Subpart C if the recipient is an individual) of part 382.</p>
24	Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(G)), as amended, and 2 C.F.R. PART 175	<p>The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. SAMHSA may unilaterally terminate this award, without penalty, if a private entity recipient, or a private entity subrecipient, or their employees:</p> <ul style="list-style-type: none"> a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; b) Procure a commercial sex act during the period of time that the award is in effect; or, c) Use forced labor in the performance of the award or subawards under the award. <p>The text of the full award term is available at 2 C.F.R. § 175.15(b). See http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf</p>
25	Confidentiality of Alcohol and Drug Abuse Patient Records	<p>The regulations (42 CFR 2) are applicable to any information about alcohol and other drug abuse patients obtained by a "program" (42 CFR 2.11), if the program is federally assisted in any manner (42 CFR 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with 42 CFR Part 2. The recipient is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.</p>

26	Name Healthy People 2020	Language
		<p>Healthy People 2020 is a national initiative led by HHS that set priorities for all SAMHSA programs. The initiative has two major goals: (1) increase the quality and years of a healthy life; and (2) eliminate our country's health disparities. The program consists of 28 focus areas and 467 objectives. SAMHSA has actively participated in the work groups of all the focus areas and is committed to the achievement of the Healthy People 2020 goals. Healthy People 2010 and the conceptual framework for the forthcoming Healthy People 2020 process can be found online at: http://www.healthypeople.gov/</p>
27	Accessibility Provisions	<p>Recipients of Federal financial assistance (FFA) from HHS must administer their programs in compliance with Federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency.</p> <p>The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see: http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see- http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under Federal civil rights laws at https://www.hhs.gov/civil-rights/index.html or call 1-800-368-1019 or TDD 1-800-537-7697.</p> <p>Also note that it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6.</p>
28	Data Collection and Performance Measurement:	<p>All SAMHSA recipients are required to collect and report evaluation data to ensure the effectiveness and efficiency of its programs under the Government Performance and Results (GPRA) Modernization Act of 2010 (P.L. 102-62). Recipients must comply with the performance goals, milestones, and expected outcomes as reflected in the Funding Opportunity Announcement (FOA) and are required to submit data via SAMHSA's data-entry and reporting system.</p> <p>Please contact your Government Program Official for additional submission information.</p>
29	Legislative Mandates	<p>Certain statutory provisions under P.L. 115-245, Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, Division B, Title V, Title II, General Provisions limit the use of funds on SAMHSA grants, cooperative agreements, and contract awards. Such provisions are subject to change annually based on specific appropriation language that restricts the use of grant funds. The full text of P.L. 115-245 is available at https://www.congress.gov/bills/115th-congress/house-bill/6157/text?Format=txt.</p>

	Name	Language
30	Executive Order 13410: Promoting Quality and Efficient Health Care in Federal Government Administered or Sponsored Health Care Programs	<p>This EO promotes efficient delivery of quality health care through the use of health information technology, transparency regarding health care quality and price, and incentives to promote the widespread adoption of health information technology and quality of care. Accordingly, all recipients that electronically exchange patient level health information to external entities where national standards exist must:</p> <p>a) Use recognized health information interoperability standards at the time of any HIT system update, acquisition, or implementation, in all relevant information technology systems supported, in whole or in part, through this agreement/contract. Please consult www.healthit.gov for more information, and</p> <p>b) Use Electronic Health Record systems (EHRs) that are certified by agencies authorized by the Office of the National Coordinator for Health Information Technology (ONC), or that will be certified during the life of the grant. For additional information contact: Jim Kretz, at 240-276-1755 or Jim.Kretz@samhsa.hhs.gov.</p>
31	Audits	<p>Non-Federal recipients that expend \$750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR §75.501(a). Guidance on determining Federal awards expended is provided in 45 CFR §75.502.</p> <p>Recipients are responsible for submitting their Single Audit Reports and the Data Collections Forms (SF-FAC) electronically to the to the Federal Audit Clearinghouse Visit disclaimer page (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.</p> <p>For specific questions and information concerning the submission process:</p> <ul style="list-style-type: none"> • Visit the Federal Audit Clearinghouse at https://harvester.census.gov/facweb • Call FAC at the toll-free number: (800) 253-0696
32	Ad Hoc Submissions	<p>Throughout the project period, SAMHSA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Payroll • Purchase orders • Contract documentation • Proof of project implementation
33	Submitting Responses to Conditions and Reporting Requirements	<p>Unless otherwise identified in the special terms and conditions of award and post award requests, all responses to special terms and conditions of award and post award requests must be submitted through the eRA Commons system.</p>
34	Risk Assessment	<p>SAMHSA's Office of Financial Advisory Services (OFAS) may perform an administrative review of your organization's financial management system. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with 45 CFR 75/2 CFR 200, as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management Services account, until the concerns are addressed.</p>

	Name	Language
34	90-day Reconciliation and Liquidation Period	In accordance with 45 CFR 75.309 and 75.381, recipients must liquidate all obligations incurred under an award not later than ninety (90) days after the end of award's obligation and expenditure period (i.e., the project period) which also coincides with the due date for submission of the FINAL Federal Financial Report (SF-425). After ninety (90) days, letter of credit accounts are locked. SAMHSA does not approve extensions to the ninety (90) day post-award reconciliation/liquidation period. Therefore, recipients are expected to complete all work and reporting within the approved project period and the aforementioned 90-day post-award reconciliation/liquidation period. Recipients (late) withdrawal requests occurring after the aforementioned periods are denied.

LIMITED ENGLISH PROFICIENCY CERTIFICATIONLimited English Proficiency Certification

I certify that Limited English Proficiency persons have meaningful access to any services under any developed (if applicable) program(s). National origin discrimination includes discrimination on the basis of Limited English Proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

SUBMITTED BY:

Signature:

Date:

Name:

Title:

Agency:

CIVIL RIGHTS REQUIREMENTS

Contractor:

Civil Rights Contact Person:

Title/Address:

Telephone Number:

Number of persons employed by the offeror unit:

SUBMITTED BY:

Signature of Authorized Official:	Date:
-----------------------------------	-------

Name of Authorized Official:

Name of Organization:

This form should be submitted in the Proposal Envelope

FORM N

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

PROJECT INFORMATION: _____

Project Name: _____

Project Number: _____

Data Universal Numbering System (DUNS) Number: ____ _

Principal Contact: _____
Firm Name / Contact Name / Title

Firm Address/ Phone Number/ Email Address

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Contractor-

(1) The undersigned certifies, by submission of this proposal, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agencies;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the undersigned is unable to certify to any of the statements in this certification, such Subrecipient/ Sub Grantee offeror shall attach an explanation to this proposal*.

*Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency, dates of action, and the type of violation.

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of Guam.

Signature/Authorized Certifying Official

Typed Name and Title

Prospective Contractor/Organization

Date Signed

Contractor License No. (if any)

FORM O

Guam Behavioral Health and Wellness Center
U.S. Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Federal Grant Funds

Federal Grant Fund Certifications and Assurances

Offeror/Subrecipient by their signature below certify and assure their compliance with the following:

1. Certification Regarding Debarment and Suspension

The undersigned (authorized official signing for the organization) certifies to the best of his or her knowledge and belief, that the organization, defined as the primary participant in accordance with 45 CFR Part 76, and its principals: are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency; have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the undersigned not be able to provide this certification, an explanation as to why should be set forth in a letter with the letter head of the organization on it and accompany this form in the proposal package.

The undersigned agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. Certification Regarding Drug-Free Workplace Requirements

The undersigned (authorized official signing for the organization) certifies that the organization will, or will continue to, provide a drug-free work-place in accordance with 45 CFR Part 76 by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's work-place and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- d. Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal

agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
Office of Grants Management
Office of the Assistant Secretary for Management and Budget
Department of Health and Human Services
200 Independence Avenue, S.W., Room 517-D
Washington, D.C. 20201

Notice is also required to the government of Guam's Department contract designated contact.

3. Certifications Regarding Lobbying

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the organization) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are available upon request form GBHWC or via the SAMHSA grant management website, forms.)

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. Certification Regarding Program Fraud Civil Remedies Act (PFCRA)

The undersigned (authorized official signing for the organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the organization will comply with the U.S. Department of Public Health Service terms and conditions of the grant award that is part of the funding for this subaward.

5. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, daycare, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, Community Partners whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The U.S. Department of Public Health Services strongly encourages all contract grant fund recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

6. Certification Regarding Non-Discrimination

The undersigned certifies that the organization shall comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Certification Regarding the Hatch Act

The undersigned certifies that the organization shall comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508).

8. Single Audit Act

The undersigned certifies the organization shall cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

9. Certification Regarding the HHS Grants Policy Statement

The undersigned certifies that it shall comply with the HHS Grants Policy Statement. The HHS Grants Policy Statement is available in full at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

Included in the HHS Grants Policy Statement are standards of conduct applicable to the employees of Recipient, and Subrecipients via pass-through "flow down" of the terms and conditions.

HHS requires recipients to establish safeguards to prevent employees, consultants, members of governing bodies, and others who may be involved in grant-supported activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. These safeguards must be reflected in written standards of conduct. Except as provided below, HHS does not require a recipient to establish separate standards of conduct if it maintains such standards for its non-grant-supported activities, as long as those standards are consistent with State and local laws and cover, at a minimum, expected conduct in regard to financial interests, gifts, gratuities and favors, nepotism, and such other areas for governmental organizations as political participation and bribery.

The standards also must do the following:

Address the conditions under which outside activities, relationships, or financial interests are proper or improper.

Provide for advance notification of outside activities, relationships, or financial interests to a responsible organizational official.

Include a process for notification and review by the responsible official of potential or actual violations of the standards.

Specify the nature of penalties that the recipient may impose. These penalties would be in addition to any penalties that HHS or a cognizant Federal agency may impose for infractions that also violate the terms and conditions of award.

Conflict of Interest

Sub Grantees must establish personnel policy to prevent employees, consultants, members of governing bodies, and others involved in grant-supported activities from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others, such as those with whom they have family, business, or other ties. The personnel policy must:

- Address the conditions under which outside activities, relationships, or financial interests are proper or improper
- Provide for advance notification of outside activities, relationships, or financial interests to a responsible organizational official
- Include a process for notification and review by the responsible official of potential or actual violations of the standards
- Specify the nature of penalties that may be imposed for violations Reference pg. II-7 of the [HHS Grants Policy Statement](#)

Offeror/Subrecipient agrees to provide GBHWC a copy of their written policies and procedures in compliance with the HHS Grants Policy Statement, and the Subaward Agreement, upon GBHWC request.

10. Certification as to Compliance with Notice of Grant Award

The undersigned certifies it shall comply with all applicable terms and conditions of the Notice of Grant Award(s) applicable to the Federal funds.

11. Certification as to Compliance with Office of Management and Budget for Grants and Agreements (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Part 200 and HHS Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (HHS Uniform Guidance), 45 CFR Part 75

The undersigned certifies it shall comply with the Uniform Guidance, 2 CFR Part 200, and HHS Uniform Guidance, 45 CFR Part 75. Electronic Code of Federal Regulations (eCFR) URL: <https://www.ecfr.gov>.

The undersigned certifies it shall comply with all applicable requirements of all other Federal, Guam and GBHWC laws, executive orders, regulations and policies governing the program.

12. Certification as to Compliance with SAMHSA Fiscal Year 2021 - Award Standard Terms

The undersigned certifies it shall comply with the SAMHSA Fiscal Year 2021- Award Standard Terms. A copy of which is acknowledged received by the undersigned.

13. Certification Compliance with "Part B" of Section 889(a)(1) of the National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232); (new) 2 CFR §200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

The undersigned certifies it shall comply with 2 CFR §200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

§200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications

Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also §200.471.

[85 FR 49539, Aug. 13, 2020]

14. Program Fraud Civil Remedies Act. The undersigned certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties.

Program Fraud and False or Fraudulent Statements or Related Acts. <https://oig.hhs.gov/fraud/report-fraud/>. 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Subrecipient's actions pertaining this GBHWC HHS SAMHSA Discretionary Fund, subaward application, expenses, invoices and compliance with the terms and conditions applicable to the funds. Any item of expenditure by Subrecipient which is found by auditors, investigators, and other authorized representatives of GBHWC, the Government of Guam Public Auditor, HHS SAMHSA and the U.S. Government Accountability Office or the Comptroller General of the United States, or their delegates, to be improper, unallowable, in violation of federal or Guam law or the terms of the Notice of Grant Award or, or involving any fraudulent, deceptive, or misleading representations or activities of Subrecipient, shall become Subrecipient's liability, to be paid by Subrecipient from funds other than those provided by GBHWC under this Subaward or any other agreements between GBHWC and Subrecipient.

Program Fraud and False or Fraudulent Statements or Related Acts. The undersigned also acknowledges that Guam's False Claims and Whistleblower Act also applies, P.L. 116-34 Chapter III § 20 (lapsed into law Aug 24, 2018, codified at 5 GCA Chapter 37).

15. Certification of Legal Authority to Sign and Obligate the Offeror/Subrecipient to the above Certifications and Assurances. The undersigned certifies that they have the legal authority to sign and obligate this document, and is individually subject to #14 above.

SUBMITTED BY:

Signature of Authorized Official:	Date:
-----------------------------------	-------

Name of Authorized Official:
Name of Organization (<i>Full Legal Name of Offeror/Subrecipient</i>):

FORM P

Guam Behavioral Health and Wellness Center
U.S. Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Federal Grant Funds

Procurement Standards.

Offeror/Subrecipient by signing below acknowledges that the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as updated, applied to this request for proposals, and certifies that it will comply with the applicable provision in their own procurements, and "flow-down" to any of their own subcontractors.

Procurement Standards

§200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

§200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

§200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

§200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases—(i) Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) *Non-Federal entity increase to the micro-purchase threshold up to \$50,000.* Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) *Non-Federal entity increase to the micro-purchase threshold over \$50,000.* Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) *Small purchases*—(i) *Small purchase procedures.* The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) *Simplified acquisition thresholds.* The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) *Formal procurement methods.* When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) *Sealed bids.* A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals.* A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement.* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§200.324 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.325 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.326 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.323.

(K) See §200.216.

(L) See §200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

SUBMITTED BY:

Signature of Authorized Official:	Date:
-----------------------------------	-------

Name of Authorized Official:

Name of Organization:

[Place organization logo here]

**Guam Behavioral Health and Wellness Center
Guam Focus on Life Youth Suicide Prevention Sub-Grants
HHS SAMHSA, Federal Grant, GFOL Sub-Grants**

**[insert name of organization]
Proposed Strategic Action Plan
GBHWC RFP 01-2021**

Project Period: 01/15/2020 – 01/14/2025
Budget Period: 01/15/2021 – 01/14/2022

Proposed by:	
Organization's Legal/Formal Name	(signature & date)
Mailing Address	Authorized Representative's Name (date)
City, Guam	Title or Position
Tel: (671) xxx-xxxx	
Fax: (671) xxx-xxxx	

A. INTRODUCTION

1. Organization Description:

- What are your organization's vision, mission and purpose?
- Describe the history of your organization. Include the number of years you have been in operation and the average number of your employees, if any, over the past 3 years.
- Describe your organization's structure, including resources (staff, volunteers, in-kind support, trainings completed, office space, equipment, etc.), memberships, partners and relevant funding sources. Provide a current organizational chart, and information to describe your organization's sound fiscal and operation condition to mobilize staff, volunteers, partners and other stakeholders.
- Which population(s) does your organization reach? Include demographic information and geographic location.
- Describe some examples of current and/or recent projects that are relevant to the Guam Focus on Life goals and objectives. Include information that demonstrates your ability to reach and engage the GFOL target population and your prior experience implementing evidence-based programs using the 5-Step Strategic Prevention Framework in a high-risk and high-need community in Guam.
- What unique characteristics does your organization have that aligns with the vision and mission of GBHWC, and the goals and objectives of the GFOL grant? Include information to demonstrate your organization's current prevention skill sets to conduct the 5-Step Strategic Prevention Framework, and your commitment to further prevention knowledge, skills, competence and readiness among staff, community volunteers, and other stakeholders.
- Is there anything else in keeping with the grant goals and objectives would you like to include in this description?

2. Statement of Need and Proposed Target Population:

- Identify at least one area of focus (school, educational institution, mental health program, foster care system, or child/youth support organization) to be used as a site for the proposed implementation.
- Identify the target population(s) to be impacted by your proposed prevention strategies.
- Why is there a need to implement, sustain, and improve suicide early intervention efforts in this particular population? Include information on the service gaps and other problems related to the need for prevention program development. Identify the source of the data.

3. National Strategy for Suicide Prevention

- Identify how this proposal is in line with Goal 8 and 9 of the National Strategy for Suicide Prevention (available at <https://www.hhs.gov/sites/default/files/sprc-call-to-action.pdf>).
- Identify how you will ensure the framework for successful messaging/suicide safe messaging is utilized in this proposal.

B. PROPOSED PLAN OF ACTION

The approved overarching goals for the Guam Focus on Life grant program are that youth experiencing grief and feelings of pain and loss, or having suicidal thoughts and behaviors openly seek help from natural helpers and appropriate behavioral health services. An additional goal is for Guam's service providers to operate in an integrated system of care that safely responds to individuals at risk for suicide. Offerors are to propose services and deliverables in that allow for capacity-building and promote an integration of services for safer suicide care.

The Guam Focus on Life grant objectives being flowed through to subaward subrecipients by 2025 are as follows:

- a. Evidenced-based programs will be implemented that normalize positive coping skills and increase help-seeking behavior among youth (10-24) screened as "at risk" from Guam's public school system, emergency departments, psychiatric in- or out-patient units, and other child and youth support organizations.
- b. Identified key direct service staff will be trained to identify, screen, refer, treat, and follow-up on individuals experiencing grief and feelings of loss and pain, or having suicidal thoughts and behaviors.

By the end of the program period, each Guam Focus on Life subaward subrecipient should have:

- a. Provided services to at least 100 at-risk youth (10-24), using an evidence-based intervention recognized by HHS SAMHSA and approved by GBHWC.
- b. Integrated services and programming to the local system of care to safely respond to individuals at risk for suicide.

1. Key staff

Use the tables below to identify the individuals to be assigned as key staff for the proposed program: program manager, administrative staff, data analyst and cultural representative. **Include copies of resume and certifications for each individual.**

Key staff position: Program Manager Name: Title in organization: Number of hours committed to the program: _____ hours per week	
Key roles and responsibilities to fulfill	
Qualifications, including background, degree and skills	
Relevant experience and trainings	

Key staff position: Administrative Staff Name: Title in organization: Number of hours committed to the program: _____ hours per week	
Key roles and responsibilities to fulfill	
Qualifications, including background, degree and skills	
Relevant experience and trainings	

Key staff position: Data Analyst Name: Title in organization: Number of hours committed to the program: _____ hours per week	
Key roles and responsibilities to fulfill	
Qualifications, including background, degree and skills	
Relevant experience and trainings	

Key staff position: Direct Service Provider/Care Coordinator Name: Title in organization: Number of hours committed to the program: _____ hours per week	
Key roles and responsibilities to fulfill	
Qualifications, including background, degree and skills	
Relevant experience and trainings	

Key staff position: Cultural Representative Name: Title in organization: Number of hours committed to the program: _____ hours per week	
Key roles and responsibilities to fulfill	

Qualifications, including background, degree and skills	
Relevant experience and trainings	

2. Proposed Objectives, Strategies and Timeline

To achieve the overarching grant goals and objectives expected of Guam Focus on Life subaward subrecipients, and considering the statement of need, proposed population and selected you described in Section A, identify in the tables that follow:

- measurable objective(s), (NOTE: each objective must have a corresponding table)
- activities and deliverables

Ensure that the proposed objectives are SMART: Specific, Measurable, Achievable, Relevant and Time-bound. For tips on writing SMART objectives, refer to <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf>. Offerors must also include all required services and deliverables included in the RFP Section III. Scope of Work, based on the budget periods (beginning of contract to 01/14/2022).

There must be one table for each proposed objective. Detail the expected action steps, deliverables, assigned personnel and timeline so that all required scope of work in budget period are addressed.

GFOL objective 1: Evidenced-based programs will be implemented that normalize positive coping skills and increase help-seeking behavior among youth (10-24) screened as “at risk” from Guam’s public school system, emergency departments, psychiatric in- or out-patient units, and other child and youth support organizations.		
What is your proposed measurable objective to be achieved by the end of Program Period- January 14, 2025? By the end of the current Project Period- January 14, 2022?		
What evidence-based program do you propose to implement? Note: The proposed evidence-based program must be recognized by SAMHSA and had been evaluated effective on Guam.		
What action steps or deliverables are needed to implement this strategy in this current project year (by January 14, 2022)? Note: these steps must follow the 5-Step Strategic Prevention Framework.	Who is responsible?	What is the expected deliverable?
		What is the timeline for submission of the deliverable? (Format: MM/YYYY)
1.		
2.		
3.		
...		

Reminder: Duplicate the last row as needed to complete the proposed action steps for this strategy.

GFOL objective 2: Identified key direct service staff will be trained to identify, screen, refer, treat, and follow-up on individuals experiencing grief and feelings of loss and pain, or having suicidal thoughts and behaviors.		
What is your proposed measurable objective to be achieved by the end of Program Period- January 14, 2025? By the end of Project Period- January 14, 2022?		
What <u>strategy</u> do you propose to implement?		
What action steps or deliverables are needed to implement this strategy in this current project year (by January 14, 2022)? Note: these steps must follow the 5-Step Strategic Prevention Framework.	Who is responsible?	What is the expected deliverable?
		What is the timeline for submission of the deliverable? (Format: MM/YYYY)
1.		
2.		
3.		

Reminder: Duplicate the last row as needed to complete the proposed action steps for this strategy.

3. Impact on Health Disparities in Guam

- State how the proposed approach will address existing health disparities among high risk, high need populations identified in the RFP
- How will you ensure that the strategies your organization implements will be culturally and linguistically competent to your target audience whether it's ethnicity, age, gender, etc.?

C. PROPOSED EVALUATION PLAN

1. Data Collection and Performance Assessment

Identify in the table below which evaluation indicators you will collect and analyze to measure the effectiveness and efficiency of your proposed plan

Identify the objectives, strategies and activities in your Plan of Action that will be evaluated for effectiveness and impact.	Which process or outcome indicators will you collect?	Who is responsible for collecting?	How and how often will this data be collected?
		Who is responsible for analyzing?	When will results be reported to GBHWC?
1.			
2.			
3.			
4.			
5.			
...			

Reminder: Duplicate the last row as needed to complete the proposed evaluation indicators.

D. SIGNATURE PAGE

**Proposed Strategic Action Plan
GBHWC RFP 01-2021**

PROPOSED BY:

Authorized Representative's Name
Title or Position
Organization

Date

[Place organization logo here]

**Guam Behavioral Health and Wellness Center
Guam Focus on Life Youth Suicide Prevention Sub-Grants
HHS SAMHSA, Federal Grant, GFOL Sub-Grants**

**[insert name of organization]
Proposed Budget and Sustainability Plan
GBHWC RFP 01-2021**

Project Period: 01/15/2020 – 01/14/2025
Budget Period: 01/15/2021 – 01/14/2022

Submitted by:

Organization's Legal/Formal Name

Mailing Address

City, Guam

Tel: (671) xxx-xxxx

Fax: (671) xxx-xxxx

(signature & date)

Authorized Representative's Name date

Title or Position

This template for the **Budget and Sustainability Plan** must be included as part of the proposed response to **GBHWC RFP 01-2021: Guam Focus on Life Youth Suicide Prevention Sub-Grants**.

- This template includes two required sections for the proposed Strategic Action Plan
 - A. PROPOSED BUDGET, JUSTIFICATION AND FORECAST
 - B. SUSTAINABILITY PLAN
 - C. SIGNATURE PAGE
- This document will be available in Word format at <http://gbhwc.guam.gov/rfps-ifbs> as "RFP 01-2021_GFOL Subgrants Proposed Budget Template.docx"
- Be sure to submit all pages of this document as part of your budget envelope with each page signed and dated. Insert one (1) original and three (4) sets of copies in a sealed envelope, separate from the proposal. On the envelope, write:

Request for Proposal Number: GBHWC RFP 01-2021
BUDGET PROPOSAL
Offeror Name
Offeror Address
Time and date of submission

A. PROPOSED BUDGET, JUSTIFICATION AND FORECAST

1. Provide a proposed budget for the budget period of the subaward.

Use this table for your budget proposal. The budget items listed here are only examples of what can be considered for inclusion in the budget. Develop a budget specific to your proposal.

Note: Review and abide by the budget restrictions detailed in the RFP. Include in-kind services, if any.

Category	Rate	01/15/2021 [*] - 01/14/2022
A. Personnel		
<i>title, name, number of work hours per week</i>	\$ annually or hourly rate \$ x hours/week x weeks	\$
<i>title, name, number of work hours per week</i>	\$ annually or hourly rate \$ x hours/week x weeks	\$
Subtotal Personnel		\$
B. Benefits		
<i>insurance</i>	Rate or cost	\$
Subtotal Benefits		\$
C. Travel		
<i>Location, name of event to be attended, dates, number of travelers</i>	Airfare, lodging and/or per diem + cost of registration fees x number of travelers	\$
<i>Ground transportation and fuel costs</i>	Unit costs x quantity	\$
Subtotal Travel		\$
D. Supplies, Equipment and Other		
<i>General office supplies</i>	Monthly rate x months	\$
<i>Equipment</i>	Unit costs x quantity	\$
<i>Supplies and resources for meetings</i>	Monthly rate x months	\$
<i>Allowed incentives</i>	Unit costs x quantity	\$
Subtotal Travel		\$
E. Contractual		
<i>Training/Event name, number of days, dates, location, number of participants</i>	Cost per individuals x number of individuals x days	\$
<i>Development of resources</i>	Unit costs x quantity	\$
Subtotal Contractual		\$
TOTAL PROPOSED BUDGET PER YEAR		\$

^{*}Although 01/15/2021 is used with RFP 01-2021, the contract award is considered effective on the date of the Governor's signature, adjusted up to 01/14/2022.

2. Provide justification for proposed items under the budget categories listed above.

a. Personnel

- Describe the role, responsibilities and hours to be worked for each position.
- Provide the name, position title, responsibilities and number of hours of staff that will work on the project but paid from different funding sources, if any.
- Identify which line items are classified as “administrative costs not directly related to the program implementation” and “data collection and evaluation activities”

b. Benefits

- Describe and justify the benefits requested
- Note that all items in this category are classified as “administrative costs not directly related to the program implementation”

c. Travel

- Describe and justify travel funds requested
- Identify which line items are classified as “data collection and evaluation activities”

d. Supplies, Equipment and Other

- Describe and justify supplies, equipment and other budget items requested
- Identify which line items are classified as “data collection and evaluation activities”

e. Contractual

- Describe what each contractual budget items will accomplish and how it relates to the overall project
- Identify which line items are classified as “data collection and evaluation activities”

2. Provide a simple budget forecast for each category should conditional renewals be granted.

Category	01/15/2021 – 01/14/2022	01/15/2022 – 01/14/2023	01/15/2023 – 01/14/2024	01/15/2024- 01/14/2025
A. Personnel	\$	\$	\$	
B. Benefits	\$	\$	\$	
C. Travel	\$	\$	\$	
D. Supplies, Equipment and Other	\$	\$	\$	
E. Contractual	\$	\$	\$	
TOTAL PROPOSED BUDGET FOR CURRENT AND RENEWAL YEARS	\$	\$	\$	

B. SUSTAINABILITY PLAN

- 1. Describe how your organization plans to sustain the proposed programs, should renewals not be granted in future project years, and beyond 2025.**

C. SIGNATURE PAGE

**Proposed Budget and Sustainability Plan
GBHWC RFP 01-2021**

PROPOSED BY:

Authorized Representative's Name
Title or Position
Organization

Date

Page 7 of 7

Cost Proposal Submitted by:

Name: _____

Title: _____

Date: _____

Offer Amount: _____

(Same Amount for each contract year)

Cost Proposal ☐ Declined _____ (Reason)Cost Proposal ☐ Accepted

Negotiated Terms: _____

Accepted and agreed as negotiated by:

GBHWC:

Offeror:

By: _____

By: _____

(Signature & Date)

(Signature & Date)

Name: _____

Name: _____

Title: _____

Title: _____

Recommended to approve by:

Panel Chairperson: _____

Name:

Signature

Date

GBHWC DIRECTOR'S APPROVAL

Offer is accepted and terms negotiated approved: _____

THERESA C. ARRIOLA, DIRECTOR

Date

APPENDIX A: Health Disparities Impact Statement

SM082116 DISPARITY IMPACT STATEMENT Guam Focus on Life Guam Behavioral Health and Wellness Center As of April 15, 2020

Overview

Guam includes a diverse population of 159,358 people. Of this population, 37% are CHamoru (Guam's indigenous people), 26% Fiipino, 11.3% Pacific Islanders from the Freely Associated States (FAS), 6.9% White, and 6.3% other Asian. Approximately 15% of Guam's population primarily speaks a language other than English at home. Guam's relationship with the Freely Associated States is unique and adds to the diversity of the island. Neighboring island communities comprise the Compact of Free Association (COFA), which includes the Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands. The COFA allows citizens from these islands access to Guam for employment, education, and primary medical and mental health care.

Suicide among Guam's youth is significantly higher than in the United States. In 2017, 22% of all suicide deaths were among individuals ages 10-24, versus 16% in the US (Source: <https://afsp.org/about-suicide/suicide-statistics/>). Additionally, among Guam Department of Education (GDOE) students, CHamoru and Micronesian Islanders are most likely to think about suicide, create a plan for suicide, and attempt suicide (YRBS 2015).

The Guam Behavioral Health and Wellness Center (GBHWC) with the support of the Garrett Lee Smith Suicide Prevention grant will address three specific goals to assist in the prevention of suicide. The three goals include: 1) youth and young adults who are experiencing grief or having suicidal thoughts/behaviors openly seek help from *natural helpers* and appropriate behavioral health services, 2) GBHWC transforms its culture and services to achieve excellence in providing patient safety and safer suicide care, and 3) Guam's service providers operate in an integrated system of care that safely responds to individuals at risk for suicide.

Population of Focus

Emphasis for the Guam Focus on Life project are youth and young adults ages 10 to 24 years old, their natural supports (including family & friends), and youth/young adult-serving organizations and behavioral health service providers. Approximately 26% of Guam's population falls into this age criteria. This project proposes to reach at least 13,550 individuals over a 5-year span through various services, including media outreach, training, and

intervention. This target number includes individuals within the population of focus, along with their family, friends, natural supports, and service providers.

While the focus of this grant is inclusive of the entirety of Guam, GBHWC is aware that certain sub-populations may have disparate access to, use of, or outcomes from the Guam Focus on Life project and these sub-populations include:

1. *English language learners (English as Second Language or ESL students)* who comprise 52% of the students in Guam Department of Education schools who might be more vulnerable to at-risk behaviors;
2. *Chuukese and other COFA migrant youth and young adults* who are at a greater risk to suffer from alcoholism, attempted suicide, and homelessness, after relocating to Guam from the outer islands due to different cultural norms and a lack of coping skills;
3. *CHamoru youth and young adults* who are at an increased risk to suffer from depression or attempted suicide due to economic hardship or historical trauma from American and Japanese occupations;
4. *LGBTQ youth and young adults* who are at greater risk to suffer from depression or attempt suicide due to shame and stigma;
5. *Young teen/adult parents*, who are at a greater risk for anxiety, depression, sexual trauma, lack of support, shame and stigma;
6. *Homeless young adults*, which make up 15% of Guam's homeless population, who are at a greater risk for substance use disorder, mental illness, and arrests.

The table below outlines the proposed number of youth or young adults to be served on Guam through the grant.

Number to be served	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
0	300	300	300	300	300	1200
<i>by Race/Ethnicity</i>						
CHamoru	0	138	138	138	138	552
Chuukese & other COFA migrant youth/young adults	0	84	84	84	84	336
Other ethnicities	0	78	78	78	78	312
<i>By gender</i>						
Male	0	150	150	150	150	600
Female	0	150	150	150	150	600
<i>By Sexual Orientation/Identity Status</i>						
Lesbian or Gay	0	5	5	5	5	20
Bisexual	0	5	5	5	5	20
GRAND TOTAL						

Dissemination based on ethnicity is based on the disaggregation of ethnicity in Guam's public school system, where 80% of Guam's elementary, middle, and high school students are enrolled. Dissemination by gender is based on suicide trends. While males are more likely to complete suicide, females are more likely to attempt suicide. Thus, dissemination was equal for gender to balance these trends. Limited data exists regarding local suicide trends by sexual orientation; however, it is recognized that these marginalized groups are more susceptible to suicide.

Guam Focus on Life will identify clients that are part of any of the subpopulations through initial screening tools. In the first year of the grant, the team's focus will be on building capacity and developing appropriate screening tools for identifying youth experiencing grief, feelings of loss and pain, or exhibiting signs of suicide ideation and behavior in youth-serving organizations and institutions.

The following inquiries will be utilized to track effective reach of the targeted subpopulation for services supported by Guam's Focus on Life:

Gender

What is your sex or gender?

- ☐ Male
- ☐ Female
- ☐ Transmale
- ☐ Transfemale
- ☐ Gender queer/Gender non-confirming
- ☐ Different Identity (please specify:_____)

Ethnicity

Are you Hispanic, Latino/a, or of Spanish origin?

- ☐ No
- ☐ Yes, Mexican, Mexican American, Chicano/a
- ☐ Yes, Puerto Rican
- ☐ Yes, Cuban
- ☐ Yes, another Hispanic, Latino, or Spanish origin

Race

Which one or more of the following would you say is your race?

- ☐ White
- ☐ Black or African American
- ☐ American Indian or Alaska Native
- ☐ Asian-Indian
- ☐ Asian-Chinese
- ☐ Asian-Filipino
- ☐ Asian-Japanese
- ☐ Asian-Korean

- ☐ Asian-Vietnamese
- ☐ Asian-Other (please specify: _____)
- ☐ Pacific Islander-Carolinian
- ☐ Pacific Islander-CHamoru
- ☐ Pacific Islander-Chuukese
- ☐ Pacific Islander Fijian
- ☐ Pacific Islander-Kosraean
- ☐ Pacific Islander-Native Hawaiian
- ☐ Pacific Islander-Palauan
- ☐ Pacific Islander-Pingelapese
- ☐ Pacific Islander-Pohnpeian
- ☐ Pacific Islander-Samoan
- ☐ Pacific Islander-Yapese
- ☐ Pacific Islander-Other (please specify: _____)

Age

How old are you? _____

Primary Language

How well do you speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

Do you speak a language other than English at home?

- ☐ Yes (if yes, please specify: _____)
- ☐ No

Sexual Orientation

What is your sexual orientation?

- ☐ Straight
- ☐ Lesbian or Gay
- ☐ Bisexual

In addition, clients will be asked if they have any children, to determine if they a part of the subpopulation of young teen/adult parents.

1. Quality Improvement Plan

We will design and implement activities to increase staff and organizational competencies. These activities will be implemented in accordance with the cultural and linguistic needs of individuals in the community. The project team will collaborate with the Guam Focus on Life task force, and other key stakeholders to plan the design and implementation of program activities to ensure the cultural and linguistic needs of grant participants are effectively addressed, particularly with regards to the subpopulations mentioned, whose disparities appear to be the highest.

We will use continuous quality improvement approach to analyze, assess and monitor key performance indicators as a mechanism to ensure high-quality and effective program operations. We will use program data to monitor and manage program outcomes with a quality improvement process. We will make programmatic adjustments as indicated to address identified issues, including behavioral health disparities, across program domains.

A primary objective of our data collection and reporting will be to monitor/measure project activities to optimize the usefulness of data for project staff and consumers. We will also integrate evaluation findings into program planning and management on an ongoing basis. Screening and outreach data will be reported to staff on an ongoing basis. The program evaluator will meet with staff on a monthly basis to help identify successes and barriers encountered in project implementation. These meetings will serve as a forum for discussion of evaluation findings, allowing staff to adjust or modify project services to maximize project success.

Outcomes: We will monitor outcomes for all activities to determine the grant's impact on behavioral health disparities.

2. Adherence to CLAS Standards

Our quality improvement plan will ensure the provider of local services adheres to the enhanced National Standards for Culturally and Linguistically Appropriate services (CLAS Standards) in Health and Health Care. Cultural competence will be weaved in the planning, implementation, evaluation and maintenance of GFOL activities. Strategies have been implemented by GBHWC to ensure that services are attentive to diverse cultural health beliefs and practices, are provided in preferred languages, and address health literacy and other communication needs of target groups. Compliance with the National Standards for Culturally and Linguistically Appropriate Services (CLAS) in Health Care is currently fulfilled via the following strategies:

- The Guam FOL Task Force, GFOL team, and GBHWC staff are representative of Guam's ethnic and linguistic diversity, diverse religions, gender, age, sexual identity (sexual orientation and gender identity), as well as public and private, military and non-profit organizations.

- All media materials and educational resources are developed to ensure cultural relevance among the targeted audiences. Translation and interpretation of materials (fact sheets, posters and brochures) in the languages spoken by the identified target groups (CHamoru and Chuukese) is accomplished when deemed necessary. Partnerships with members of the Chuukese community are being built and strengthened to ensure that translation of prevention materials is accomplished. Other adaptations provided include captions for audiovisual materials, and assistance provided for those with low health literacy level.
- Evaluation instruments capture relevant demographic information and data analyses of the community members served by setting (i.e. school), ethnicity, gender, ages, and villages, and guide the service delivery and allocation of resources.

Adherence to CLAS standards will be further reinforced by implementing the following:

- On-going training opportunities in CLAS will be offered to all Guam Focus on Life staff and partners.
- Assessment of organizational practice of health literacy and cultural humility among the project team and partners will be completed to determine their readiness to develop health literate processes, practices and protocols as health-promoting organizations. Training and technical assistance from industry experts will be pursued as needed to secure proper guidance in this process.
- Trainings in evidence-based prevention strategies will be offered to all Guam Focus on Life staff and partners in the training-of-trainers format whenever feasible. Trained trainers will include members of the underserved, high-need target groups so they in turn can provide the training in a more culturally competent way to their community members. Adaptation may include translation of curricula, materials and delivery of services.
- Adapt selected evidence-based prevention strategies to be culturally competent while maintaining fidelity to the core values and model. With input from the target populations, state and community-level staff will work with the local evaluator and developers of the selected evidence-based prevention strategies to adapt each program appropriately.
- Process and outcome measures relative to CLAS standards will be incorporated in the state and community-level evaluation plans. Adherence to and progress in implementing CLAS standards will be communicated to stakeholders.
- State and community-level evaluation instruments and epidemiological surveys will be reviewed and updated, as needed, to capture the demographic data needed to monitor and evaluate the impact of CLAS on health equity and outcomes. Results will further inform decision-making processes and data-driven recommendations for improvement.