SERVICE CONTRACT

BETWEEN

COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN

AND

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This contract is between **Community Mental Health Partnership of Southeast Michigan (CMHPSM)**, located at 3005 Boardwalk, Suite 200, Ann Arbor, MI 48108 (hereinafter referred to as "PIHP"), and **PROVIDER**,located at PROVIDER ADDRESS (hereinafter referred to as "CONTRACTOR").

# ARTICLE I: CONTRACT AUTHORITY

This agreement is entered into pursuant to the authority granted by Act 258 of the Public Acts of 1974 (hereinafter referred to as the "Mental Health Code"), as amended. This agreement is in accordance with the MDHHS/PIHP Managed Specialty Supports and Services Concurrent 1915(b/c) Contract for Medicaid Funds entered into by MDHHS and the Community Mental Health Partnership of Southeast Michigan the Prepaid Inpatient Health Plan (PIHP) for Lenawee, Livingston, Monroe and Washtenaw Counties, designated as Region 6 by MDHHS; and the contractual agreement with Office of Recovery Oriented System of Care; and the rules, regulations, and standards (hereinafter referred to as "Rules") adopted and promulgated by MDHHS. Said Acts, Contracts, and Rules shall govern in any area not specifically covered in this agreement.

# ARTICLE II: DEFINITIONS / ACRONYMS

**Community Mental Health Partnership of Southeast Michigan (CMHPSM):** The prepaid inpatient health plan for Mental Health and Substance Abuse services in the Counties of Lenawee, Livingston, Monroe, and Washtenaw.

**Consumer or Recipient:** Beneficiaries to be served under this Contract.

**CPT/HCPCS Codes:** Current Procedural Terminology (CPT) codes or Healthcare Common Procedure Coding System (HCPCS) are multi-digit codes published by the American Medical Association to provide uniform language that accurately describes services provided.

**EHR:** Electronic Health Record

**Performance Improvement / Quality Improvement:** The mechanism by which the CONTRACTOR measures the quality of its service delivery and implements changes when improvement is needed, or replicates strengths.

**PIHP:** Prepaid Inpatient Health Plan

**PHI:** Protected Health Information

**SUD:** Substance Use Disorder

# ARTICLE III: POLICIES

CONTRACTOR shall follow all PIHP policies and procedures that are applicable to service providers. All PIHP policies and procedures can be found at the Community Mental Health Partnership of Southeast Michigan website <https://www.cmhpsm.org/regional-policies> or can be obtained from the CMHPSM upon request.

# ARTICLE IV: TERM

This Contract shall be in effect from to inclusive, unless terminated as follows.

# ARTICLE V: TERMINATION

### TERMINATION WITHOUT CAUSE:

Either party may terminate this Contract provided under this Contract, by providing the other party with at least sixty (60) calendar day’s prior written notification. Written notification must be sent by certified mail.

### TERMINATION WITH CAUSE:

This Contract may be terminated, suspended, denied, revoked, or canceled by the PIHP with thirty (30) calendar days prior written notification in the event that CONTRACTOR fails to supply any of the services or any of the records, reports, or accounts required by this Contract within ten (10) calendar days, or other agreed upon deadline after the due date, or if CONTRACTOR violates or fails to fulfill the terms of a corrective action plan submitted to the PIHP. Such termination shall not relieve either party of any obligations incurred prior to effective date of such termination. The prior notification period may be extended to greater than thirty (30) days only by mutual agreement of the parties.

### TERMINATION DUE TO INSUFFICIENT FUNDING:

This contract obligation is subject to the availability of funds actually appropriated by the legislature for such purpose and is contingent upon the allocation of such funds made to the PIHP by the MDHHS. The PIHP reserves the right to terminate this Contract, effective immediately, should sufficient funding no longer be available.

### TERMINATION EFFECTIVE IMMEDIATELY UPON DELIVERY OF NOTICE:

Notwithstanding Sections A, B, and C above, the PIHP may immediately terminate this Contract, if upon reasonable investigation it concludes that:

1. CONTRACTOR’s Board of Directors, Director/CEO, or other officer or employee has engaged in malfeasance;
2. CONTRACTOR loses its State licensing, as applicable;
3. CONTRACTOR loses its eligibility to receive federal funds;
4. Funds allocated under this Contract have been improperly used;
5. CONTRACTOR cannot maintain fiscal solvency or files for bankruptcy protection under the U.S. Bankruptcy Code;
6. Program requirements have not been followed;
7. Recipient Rights have been violated; or
8. CONTRACTOR has violated any provision of Michigan Mental Health Code, the MDHHS rules, federal, state and local laws and ordinances, applicable statutes and Medicaid regulations including, but not limited to, the Michigan Medicaid Provider Manual, and all applicable policies established by PIHP.

### PAYMENT:

In the event of the termination of this Contract, , CONTRACTOR will be paid for services provided through the termination date. The PIHP, however, does not waive any claim for damages it may have against CONTRACTOR.

### ITEMS AND FUNDS TO BE RELEASED UPON TERMINATION:

CONTRACTOR shall surrender to the PIHP immediately upon termination of this Contract, or termination of any service site or any type of service provided under this Contract, copies of any the PIHP’s consumer records, any medications prescribed to and owned by consumers, all consumer personal property including personal funds (unless the CONTRACTOR is consumer's payee), all equipment and furniture purchased with PIHP funds, and all PIHP funds held by CONTRACTOR not obligated in the performance of this Contract.

### TRANSITION PLAN:

In event that this Contract, or any service site or any type of service provided under this Contract, has been terminated and a new service provider has been selected, the PIHP and CONTRACTOR shall coordinate a transition plan. This plan shall take into account the following factors: minimal disruption to the continuity of service for consumers, the timeframe in which the new service provider plans to assume contractual obligations, procurement of any required license and/or certification by the new service provider, and, to the extent possible, minimal disruption to the operations of CONTRACTOR.

# ARTICLE VI: ASSURANCES

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### FEDERAL DEBARMENT AND SUSPENSION:

Assurance is hereby given to the PIHP that CONTRACTOR will comply with Federal regulation 45 CFR Part 76. CONTRACTOR certifies to the best of its knowledge and belief that CONTRACTOR, including its employees and any subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three (3) year period preceding this Contract 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 commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above and;
4. Have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.
5. Monthly Verification of Exclusion Status: The parties acknowledge that this information may be verified through: (1) Michigan Department of Consumer & Industry Services to ensure that the party is not suspended from participation in Michigan Medicaid and/or Medicare and that it is not listed with Michigan Department of Consumer & Industry Services for Unfair Labor Practices; and/or (2) www.sam.gov the U.S. Health and Human Services “excluded parties list.” CONTRACTOR shall verify these assurances on a monthly basis during the term of this contract.
6. CONTRACTOR shall provide the PIHP all federally required identifying information for the CONTRACTOR entity itself, and individuals with ownership or control interests (direct or indirect ownership of five (5%) percent or more, or a managing employee of the CONTRACTOR to the PIHP upon written request from the PIHP. The CONTRACTOR must notify the PIHP of any changes in ownership, control or managing employee status within 35 days.

### CRIMINAL CONVICTIONS:

CONTRACTOR must follow all 42 CFR Part §455.104-106 requirements during the term of this Contract. The CONTRACTOR must provide to the PIHP the identity of any person who: (1.) Has ownership or a control interest in the CONTRACTOR, or is an agent or managing employee of the CONTRACTOR; and (2.) Has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid, or the Title XX services program since the inception of those programs.

CONTRACTOR must promptly notify the PIHP if any individual with beneficial ownership of five percent or more, or control interest of the CONTRACTOR, has been convicted of a criminal offense described under sections 1128(a) and 1128(b)(1), (2), or (3) of the Act, or that have had civil money penalties or assessments imposed under section 1128A of the Act. (42 CFR 1001.1001(a)(1)). The PIHP will immediately notify the CMHPSM and the State of Michigan of any such disclosures by the CONTRACTOR.

**C. POLICY COMPLIANCE:**

CONTRACTOR will follow all requirements outlined in the CMHPSM Debarment, Suspension and Exclusion Regional Policy.

# ARTICLE VII: CONFIDENTIALITY / HIPAA

### CONFIDENTIALITY:

CONTRACTOR shall remain in compliance with all applicable laws, rules, and regulations related to the confidentiality of consumer information. This includes, but is not limited to, the Michigan Mental Health Code, MDHHS Administrative Rules, 42 CFR Part 2 (as appropriate), and all aspects of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), The Health Information Technology for Economic and Clinical Health Act of the ARRA (HITECH), and the Administrative Simplification section, Title II, Subtitle F, regarding standards for privacy and security of protected health information (PHI) as outlined in the Act.

### CONTRACTOR REQUIREMENTS RELATED TO HIPAA:

The CONTRACTOR shall implement all administrative, physical, and technical safeguards necessary to reasonably and appropriately protect the confidentiality, integrity, and availability of any PHI received from, or created or received by CONTRACTOR on behalf of, the PIHP in accordance with PIHP policies and applicable state and federal laws. These safeguards apply to PHI in any form or medium.

# ARTICLE VIII: SCOPE OF SERVICES

CONTRACTOR’s Scope of Services under this Contract are set forth in Attachment B. When providing services under this Contract, CONTRACTOR’s staff shall comply with all applicable provisions and requirements in the Michigan Mental Health Code, the MDHHS rules, federal, state and local laws and local ordinances, applicable statutes and Medicaid regulations including, but not limited to, the Michigan Medicaid Provider Manual, and all applicable policies established by the PIHP.

# ARTICLE IX: SUBCONTRACTING

CONTRACTOR will provide services as outlined in Attachment B, Scope of Services, and will not subcontract or delegate the services without prior written approval from PIHP. If the PIHP grants written permission to subcontract, the CONTRACTOR shall ensure that for any PIHP authorized subcontracted service, activity, or product:

1. A formal subcontract document is executed by all affected parties, after this agreement has been executed and prior to the initiation of new subcontract activity. Exceptions may be requested in writing for continuation programs; however, those exceptions are subject to PIHP’s prior written approval.
2. Any subcontract between CONTRACTOR and a subcontractor funded by this agreement shall require the subcontractor to comply with all terms and conditions contained herein.
3. CONTRACTOR assumes all responsibility for work performed under the subcontract, including appropriate compliance with all terms and conditions of this agreement. CONTRACTOR shall maintain records to demonstrate compliance by the subcontractor with all terms of this Contract.
4. If CONTRACTOR is paid under a performance reimbursement contract or fixed unit rate reimbursement contract, the subcontractor’s budget must include all funding sources and expenditures by category.
5. Copies of each subcontract shall be available for review by authorized PIHP or MDHHS representatives. Upon request of PIHP or MDHHS, CONTRACTOR shall forward copies of requested subcontracts for review. PIHP will withhold funding for any subcontract work not covered by appropriate, properly executed subcontracts.
6. A licensed independent practitioner will not under any circumstances subcontract or assign the services to be provided under this Contract.

This Article, and the terms and conditions of this Contract, do not apply to subcontracts for transportation services. Any such subcontract must meet contractual requirements of the State of Michigan, and CONTRACTOR shall ensure that the public or community transportation service provider follows all applicable federal, state, and local laws and local ordinances.

# ARTICLE X: COMPENSATION

### CONTINGENT UPON FUNDING:

This contract obligation is subject to the availability of funds actually appropriated by the legislature for such purpose, contingent upon the allocation of such funds made to the PIHP by the MDHHS, as well as the continued acceptable performance by CONTRACTOR in its provision of services under this contract. PIHP reserves the right for its Board to annually authorize the use of these funds. If an insufficient funding allocation results in the termination of this Contract, such termination will be in accordance with the Termination article herein.

### EXCEPTION REQUESTS:

Any supplemental funding request ("exception request") shall follow the PIHP's established procedures, including the CONTRACTOR's provision of written justification and supporting documentation.

### FISCAL AND PROGRAM STATUS AND FINANCIAL SOLVENCY:

CONTRACTOR shall supply fiscal and program status information to PIHP upon PIHP's reasonable request of such information. PIHP may request proof of financial solvency prior to the commencement of services hereunder. If at any time during the term of this Contract there is a change in CONTRACTOR's financial position material to CONTRACTOR's solvency and it’s continuing in operation as a going concern, CONTRACTOR shall provide immediate written notice to PIHP.

### RETURN OF UNUSED OR INAPPROPRIATELY USED FUNDS:

If at any time it is determined after compensation has been made by PIHP to CONTRACTOR, that charges for any portion of a service have been collected from PIHP’s consumer or from any other source, or that funds paid were not fully used for services authorized by PIHP or were inappropriately used, CONTRACTOR shall refund to PIHP an amount equal to the sum paid by PIHP’s consumer or other source, or an amount equal to the sum of unused or inappropriately used funds and any associated fines, penalties, and fees.

### DISALLOWED EXPENDITURES:

Payments and/or services authorized by this agreement that are contrary to federal, state and/or the MDHHS contract governing this agreement, then the federal, state and/or the MDHHS contract shall take precedent over this agreement and will require that expenditures are made within compliance of such laws and/or MDHHS contract. If a Contractor has been paid inappropriately pursuant to this agreement for Medicaid or non-Medicaid services, CONTRACTOR shall fully repay PIHP for such disallowed payments, fines, penalties, and fees within sixty (60) days of CONTRACTOR’s final disposition notification of the disallowances. At its discretion, PIHP may authorize, in writing, additional time for repayment.

### EXTENSION OF CLAUSE:

CONTRACTOR and PIHP agree that any contract between them and any other organization which CONTRACTOR or PIHP is to a significant extent associated or affiliated with, owns or is owned by, or has control over or is controlled by, and which performs services on behalf of CONTRACTOR or PIHP will contain a clause requiring that organization to similarly make its books, documents, and records available to the requesting parties.

# ARTICLE XI: REPORTING

### REPORTING TO DIRECTOR/DESIGNEE:

CONTRACTOR shall report to the designee of PIHP and shall cooperate and confer with him/her as necessary to ensure satisfactory work progress. When applicable, CONTRACTOR shall submit a final written report to the PIHP CEO. All documents submitted by CONTRACTOR must be dated and bear CONTRACTOR’s name.

### REVIEW AND APPROVAL OF REPORTS:

All reports made in connection with services provided under this Contract are subject to review and final approval by the PIHP's Director/CEO.

### FAILURE TO REPORT:

Failure to submit any report PIHP requires as a part of this Contract may result in withholding or non-payment of any or all of the compensation due the CONTRACTOR, and is cause for termination of this Contract. PIHP will provide CONTRACTOR with thirty (30) days to cure such breach prior to imposing sanctions or terminating the contract.

### REPORTING REQUIREMENTS AND TIMELINES:

All reporting requirements must be met by identified timelines. The PIHP reserves the right to require additional reporting if the CONTRACTOR has been placed on a Corrective Action Plan or provisional status.

### STATE AND/OR FEDERAL INSPECTIONS:

The state Medicaid agency and/or Health and Human Services may evaluate, through inspection or other means, the performance, appropriateness, and timelines of any services provided under this Contract and funded with Medicaid funds.

# ARTICLE XII: FINANCIAL AUDIT

### ANNUAL INDEPENDENT FINANCIAL AUDIT:

Unless an “Annual Audit Waiver” is granted by PIHP, CONTRACTOR shall obtain within ninety (90) days of the close of its fiscal year, an annual financial audit that includes, but is not limited to, the following areas of compliance:

* Generally accepted accounting principles.
* Fiscal solvency illustrated in CONTRACTOR’s balance sheet and income statement.
* Adherence to the terms of this Contract including documentation of invoices submitted to PIHP.
* Applicable federal and state laws and MDHHS Guidelines relative to this Contract.

The Financial Audit must include a list of revenues and expenses by funder. One copy of the Audit must be submitted to the PIHP, as well as uploaded into the EHR. Failure to submit this audit may result in the imposition of a financial penalty.

### CORRECTIVE ACTION:

Any audit finding shall be addressed in a corrective action plan. A plan of corrective action shall be submitted to PIHP within thirty (30) days of the issuance of the audit. CONTRACTOR shall submit status reports and/or finished products as required under the plan of correction. The corrective action shall be completed no later than six (6) months after the date of the audit.

### ANNUAL PROGRAM AUDIT:

CONTRACTOR may be required to provide an annual program audit relating to contracted services, which shall include, but is not limited to, the following areas of compliance:

* Generally accepted accounting principles.
* Adherence to the terms of this Contract including accuracy of expenses and revenue reported.
* Applicable federal, state, and local laws, local ordinances, codes, rules, and regulations.

If required, the annual program audit must be submitted to PIHP within ninety (90) days of the close of CONTRACTOR’s fiscal year or the termination of this Contract, whichever occurs first. Failure to provide this audit may result in the imposition of a financial penalty.

### ANNUAL AUDIT WAIVER:

CONTRACTOR must submit the Audit Waiver Application provided by PIHP. CONTRACTOR may request the annual audit requirement be waived if one or more of the following conditions are met.

* CONTRACTOR provides services to six (6) or less PIHP consumers annually.
* CONTRACTOR receives $50,000.00 or less annually from the entire PIHP to provide services to consumers.
* CONTRACTOR employs fifteen (15) or less employees or full-time equivalents (FTE).
* CONTRACTOR requests a special exemption based upon a condition which is not listed above. The PIHP CFO must determine that financial statements, financial compilation information or other CONTRACTOR supplied information is sufficient and may be substituted for an annual audit.

Meeting one or more of the conditions outlined above does not guarantee a waiver will be granted. The final authority to grant the audit waiver lies with PIHP. The PIHP will make audit waiver determinations on an annual basis. Any waivers approved by the PIHP expire after one (1) year. CONTRACTOR must renew waivers annually using the PIHP approved form.

### FINANCIAL COMPILATION:

The CONTRACTOR will be required to provide an annual financial compilation prepared by an external auditor or firm in lieu of an annual financial audit or annual program audit if an Audit Waiver has been approved. The PIHP also reserves the right to request copies of CONTRACTOR’s 990’s.

When the annual financial compilation is required, it must be submitted to PIHP within ninety (90) days of the close of CONTRACTOR’s fiscal year or the termination of this Contract, whichever occurs first. Failure to provide this compilation may result in the imposition of a financial penalty.

### RIGHT TO AUDIT AT TERMINATION:

The parties acknowledge that PIHP reserves the right to conduct a financial audit of CONTRACTOR, or to request an external audit be conducted, if this Contract is terminated for any reason prior to the end date noted in the Term article.

### SINGLE AUDIT REQUIREMENT:

If CONTRACTOR expends more than $750,000.00 in federal awards (according to Section 200.501 of 2 CFR) during the fiscal year, it must obtain a single audit (or program-specific audit when administering only one federal program) in accordance with 2 CFR Subpart F (Sections 200.500 - 200.521. The audit must be performed by an independent auditor, in accordance with Generally Accepted Government Auditing Standards (GAGAS). The applicable reporting package described below must be submitted to the PIHP ninety (90) days of the close of the fiscal year.

If CONTRACTOR is subject to Single Audit (even if federal funding received from, or indirectly from, MDHHS is less than $750,000.00), the reporting package includes:

1. The single audit reporting package described in 2 CFR Subpart F (Sections 200.500 - 200.521), including the Corrective Action Plan;
2. Supplemental Audit Schedules A and B; and
3. Management letter, if one is issued, and management’s response.

If CONTRACTOR is exempt from Single Audit, but spends $750,000.00 or more in total funding from, or indirectly from, MDHHS in state and federal grant funding, the reporting package includes:

1. The financial statement audit prepared in accordance with GAGAS;
2. Supplemental Audit Schedules A and B; and
3. Management letter, if one is issued, and management’s response.

If CONTRACTOR is exempt from Single Audit, and spends less than $750,000.00 in total funding from MDHHS in state and federal grant funding, but a financial statement audit includes disclosures that may negatively impact MDHHS-funded programs, including but not limited to, fraud, going concern uncertainties, and financial statement misstatements, the reporting package includes:

1. The financial statement audit prepared in accordance with GAGAS; and
2. Management letter, if one is issued, and management’s response.

If CONTRACTOR is exempt from Single Audit and spends less than $750,000.00 in total funding from MDHHS in state and federal grant funding, and the financial statement audit does not include any disclosures that may negatively impact MDHHS-funded programs, the reporting package includes:

1. An Audit Status Notification Letter certifying the exemptions.

This does not, however, relieve CONTRACTOR of the obligation to obtain an annual financial audit in accordance with Article XII Section A: Annual Independent Financial Audit.

CONTRACTOR must also comply with all requirements contained in the MDHHS Substance Abuse Prevention and Treatment Audit Guidelines, current edition, as issued by the MDHHS Bureau of Audit, Reimbursement, and Quality Assurance.

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# ARTICLE XIII: SUD LICENSURE

CONTRACTOR shall assure obtaining and maintaining appropriate licensure for the service provided as required by Section 6234 of P.A. 501 of 2012, as amended for substance use disorder prevention services. All providers covered under this agreement will ensure licensure and credentialing of provider staff per the requirements of this agreement.

CONTRACTOR must provide written notice to the PIHP within twenty-four (24) hours of CONTRACTOR’s license status being changed, suspended, revoked or terminated.

# ARTICLE XIV: PERFORMANCE IMPROVEMENT / QUALITY IMPROVEMENT

The CONTRACTOR shall comply with the following and develop, implement, and monitor a continuous performance improvement Program that is conducted in accordance with the PIHP's Quality Assessment and Performance Improvement Program (QAPIP) by participating as needed in PIHP’s QAPIP projects and activities where relevant to this agreement.

# ARTICLE XV: INDEPENDENT CONTRACTOR

It is expressly understood and agreed that CONTRACTOR is an independent contractor. The employees, servants, and agents of CONTRACTOR shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of PIHP and shall not be entitled to any fringe benefits of PIHP, including but not limited to, health and accident insurance, life insurance, paid vacation or sick leave, or longevity. CONTRACTOR shall be responsible for payment of compensation due and owing its officers, employees, servants, and agents for services they have performed under this Contract and for withholding and payment of all applicable taxes, including but not limited to, income and social security taxes, to the proper federal, state, and local governments.

# ARTICLE XVI: PERSONNEL

### SUBCONTRACTED PERSONNEL RECORDS:

If the CONTRACTOR subcontracts for personnel who provide services to PIHP consumers, those subcontracted staff must meet all staff qualification and training requirements set forth in this contract. Clear and easily accessible personnel records for all staff, including subcontracted staff that provides services to PIHP consumers, must be maintained by CONTRACTOR. CONTRACTOR shall have a copy of said personnel records easily accessible and available for review by PIHP on-site at CONTRACTOR’s office during normal business hours upon request.

### HIRING OTHER PARTY'S EMPLOYEES:

Neither party shall hire an employee of the other party without first supplying the other party prior written notification that the employee will be employed concurrently with both parties.

### SUFFICIENT STAFFING LEVELS AND RECORDS:

CONTRACTOR shall maintain a sufficient level of staffing in accordance with the level of care required by consumers served under this Contract, and further shall maintain timekeeping records to sufficiently document all staffing hours. Upon request, the CONTRACTOR shall submit staffing levels and records to PIHP.

### SOLE EMPLOYER:

The CONTRACTOR agrees and intends that it, rather than PIHP, is the sole employer of any staff paid by it to perform the services required by this Contract.

### STAFF MEETING REGULATORY REQUIREMENTS:

The CONTRACTOR shall comply with the requirements of all applicable regulatory bodies with respect to staffing patterns, transportation, and staff qualifications. CONTRACTOR shall ensure that all employees providing services billed to Medicaid or state and federal grants meet the State minimum qualifications for that service provision.

### HUMAN RESOURCES POLICIES AND PROCEDURES:

If CONTRACTOR has employees, it shall develop and maintain Human Resources policies and procedures which address at a minimum the following areas:

1. Job descriptions, including qualifications, for all staff including Executive Director/ CEO.
2. CONTRACTOR's process for ongoing assessment of clinical responsibilities for all staff and positions according to CONTRACTOR’s accreditation standards, grant requirements and MDHHS provider staff requirements.
3. Procedures for conducting criminal background checks on employees and a PIHP Recipient Rights history check on applicants for mental health direct service staff positions, which will be available if the local Rights Office has the database to support such checks.
   1. Criminal background checks must be conducted prior to employee hire.
   2. Criminal background checks must be completed at least annually.
   3. Acceptable criminal background check sources include: Michigan Workforce, ICHAT or Finger Print Based Criminal Background Checks (FCBCs) or other criminal background check sources approved by the PIHP.
4. Procedures for hiring and termination, including disciplinary procedures and pre-employment inquiries, for all positions, including the Executive Director/CEO.
5. Pay schedules, including provisions for overtime pay and payroll dates.
6. A list of fringe benefits such as vacation, sick time, health insurance, workers disability compensation insurance, retirement, unemployment insurance, paid holidays, paid and unpaid leaves of absence, and travel reimbursement.
7. At least an annual written work evaluation in the personnel record of each employee, including an annual assessment of the Executive Director/CEO by the Board.
8. Training policies, including requirements, time frames, and standards for employees to function independently. Such policies must meet, and must not conflict with, the standards set forth in the PIHP policies.
9. Requirements for staff involved in operating motor vehicles that transport consumers.
10. Table of Organization with lines of responsibility and authority, including designation of continuous provision of access to an individual with designated authority to act on behalf of CONTRACTOR.
11. Requirements for staff involved in handling of consumer funds.

CONTRACTOR shall have a copy of said policies, procedures, and training records easily accessible and available for review by PIHP on-site at CONTRACTOR's office during normal business hours upon request.

1. **STAFF TRAINING REQUIREMENTS:**

CONTRACTOR shall ensure all employed staff meet training requirements relevant to staff role and licensure/credential.

Evidence Based Prevention providers will participate in any necessary, additional, or supplemental EBP training or implement meetings as required by MDHHS or CMHPSM. The EBP program must be provided by EBP-trained staff.

All staff involved in service provision or program/project participation related to SUD treatment shall comply with SUD Recipient Rights training requirements (<https://www.cmhpsm.org/sudtraining>).

CONTRACTOR will ensure the same staff training requirements are met for any services/ programs with which CONTRACTOR has a sub-contractual agreement.

**H.** **STAFF CREDENTIALING AND ASSIGNMENT OF CLINICAL RESPONSIBILITIES:**

If CONTRACTOR is an organization that employs staff, CONTRACTOR shall ensure initial credentialing and re-credentialing of CONTRACTOR’s staff in accordance with the CMHPSM Organizational Credentialing and Re-Credentialing policy (https://www.cmhpsm.org/regional-policies), the MDHHS Behavioral Health Code Charts and Provider Qualifications ([link](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting)), MDHHS Credentialing and Recredentialing Processes ([link](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/mentalhealth/practiceguidelines)) and MDHHS Substance Use Disorder Credentialing and Staff Qualification Requirements ([link](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Recovery-and-Substance-Use/Policies-and-Advisories/SUD_Credentialing_and_Staff_Qualifications.pdf?rev=cfc33959778c4e6cb8ff5a00503aaf81&hash=03DABF9B9F386F9B03C8EF827977C016)) relevant to all staff involved in treatment, supervision, prevention, and peer recovery services.

Per MDHHS requirements, an individual SUD prevention provider must be certified through the state board for IC&RC. Alternatively, they may be credentialed through the National Commission for Health Education (Certified Health Education Specialist).

An individual SUD provider must be certified through the state board for the International Certification and Reciprocity Consortium (IC&RC). This certification ensures that individual's providing services in the publicly funded SUD service system have received additional experience and education in SUD treatment.

CONTRACTOR will ensure that its staff providing services to consumers meet the PIHP's credentialing and assessment of clinical competency requirements, including a reassessment (at least annually) of competencies necessary to perform the services required under this Contract.

CONTRACTOR is responsible for verifying the ongoing certification status of its employees, including verification of credential(s), monitoring staff, development plans, and compliance with continuing education requirements.

CONTRACTOR will ensure the same staff credentialing requirements are met for any services/ programs with which CONTRACTOR has a sub-contractual agreement.

### PAYMENT OF SOCIAL SECURITY AND PAYROLL TAXES:

CONTRACTOR is responsible for all applicable state and federal social security benefits and unemployment taxes and shall indemnify and protect the PIHP against such liability.

### PAYROLL TAXES/LIQUIDATING ACCOUNTS PAYABLE:

CONTRACTOR agrees that withholding and payment of all payroll taxes required by federal, state, and local laws shall be kept current. Further, CONTRACTOR agrees that all accrued expenses and accounts payable shall be liquidated by the close of the quarter following the end of the fiscal year with the exception of unemployment insurance, workers’ disability compensation insurance, and any sick, vacation, and/or personal time accrued by CONTRACTOR's employees. Expenditures for employment insurance, workers’ disability compensation insurance, and self-insured health plans will be based on past experience and treated as a long-term expense accrual.

### NON-DISCRIMINATION IN EMPLOYMENT:

CONTRACTOR shall take affirmative action to eliminate discrimination based on sex, race, or a disability in the hiring of applicants and the treatment of any employees. Affirmative action will include, but not be limited to: employment, upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship.

### POSTING WHISTLEBLOWERS PROTECTION ACT POSTER:

If CONTRACTOR employs any staff, the CONTRACTOR shall post, in a conspicuous place, a copy of the Whistleblower Protection Act developed as a result of the passage of P.A. 469 of 1980, as amended.

# ARTICLE XVII: CULTURAL COMPETENCE

CONTRACTOR shall demonstrate an ongoing commitment to linguistic and cultural competence that ensures access and meaningful participation for all people in the service area where CONTRACTOR provides supports and services. Such commitment includes acceptance and respect for the cultural values, beliefs, and practices of the community, as well as the ability to apply an understanding of the relationships of language and culture to the delivery of services.

To effectively demonstrate such commitment, it is expected that CONTRACTOR has five components in place:

1. a method of community assessment;
2. sufficient policy and procedure to reflect CONTRACTOR’s value and practice expectations;
3. a method of services assessment and monitoring;
4. ongoing training to assure that staff are aware of, and able to effectively implement, CONTRACTOR’s policy; and
5. the provision of supports and services within the linguistic and cultural context of the consumer.

# ARTICLE XVIII: INDEMNIFICATION

To the extent permitted by Michigan law, CONTRACTOR shall protect, defend, and indemnify the PIHP, PIHP's Board members, officers, agents, volunteers and employees from any and all liabilities, claims, liens, demands, costs, and judgments, including court costs, costs of administrative proceedings, and attorney fees, which arise out of the occupancy, use, service, operations, performance or nonperformance of work, or failure to comply with federal, state or local laws, ordinances, codes, rules and regulations or court or administrative decisions, negligent acts, intentional wrongdoing, or omissions by CONTRACTOR, its officers, employees, agents, representatives or subcontractors in connection with this Contract. CONTRACTOR's responsibilities under this Article shall not be mitigated by nor limited to the insurance coverage obtained by CONTRACTOR pursuant to the requirements in the Insurance Article of this Contract.

Nothing herein shall be construed as a waiver of any public or governmental immunity granted to PIHP and/or any representative of PIHP as provided in statute or court decisions.

# ARTICLE XIX: INSURANCE

CONTRACTOR shall maintain at its expense during the term of this Contract, the following insurance:

### WORKERS' DISABILITY COMPENSATION INSURANCE:

Including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan

### COMMERCIAL GENERAL LIABILITY INSURANCE:

Commercial General Liability Insurance with a combined single limit of $1,000,000.00 each occurrence for bodily injury and property damage. The policy shall include Community Mental Health Partnership of Southeast Michigan as additional insured with respect to general liability.

### AUTOMOBILE LIABILITY INSURANCE:

Is necessary unless the scope of services in Attachment B states that CONTRACTOR will not transport PIHP consumers. Michigan coverage must include Michigan No-Fault Coverage with limits of liability of not less than $1,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage from any state outside of Michigan must include a rider that provides coverage at minimum levels required in Michigan and extends coverage to Michigan.

Motor vehicle insurance coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. CONTRACTOR understands that this additionally insures PIHP’s Board members, officers, employees, agents and volunteers.

### ADDITIONAL INSURED:

Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds*:** the PIHP and all its: elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the PIHP as additional insured, coverage afforded is considered to be primary and any other insurance the PIHP may have in effect shall be considered secondary and/or excess.

### INSURANCE CERTIFICATE SUBMISSION:

CONTRACTOR shall furnish certificates of insurance evidencing its possession of the required insurance coverage prior to the commencement of services under this Contract to:

**Community Mental Health Partnership of Southeast Michigan**

**3005 Boardwalk, Suite 200**

**Ann Arbor, MI 48108**

CONTRACTOR shall provide PIHP at least thirty (30) days’ written notice of any reduction or termination of insurance coverage required hereunder. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to PIHP. CONTRACTOR shall be responsible to PIHP, or any insurance companies insuring PIHP, for all costs resulting from a financially unsound insurance company selected by CONTRACTOR and their inadequate insurance coverage.

No payments shall be made to CONTRACTOR until the certificates of insurance have been received and approved by the PIHP. If the insurance, as evidenced by certificates furnished by the CONTRACTOR, expires or is canceled during the term of this Contract, services and related payments shall be suspended until certificates evidencing renewal of coverage are submitted to and approved by PIHP.

# ARTICLE XX: NONDISCRIMINATION, AFFIRMATIVE ACTION, AND PROCUREMENT

### DISCRIMINATION IN EMPLOYMENT PROHIBITED AND AFFIRMATIVE ACTION:

CONTRACTOR, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, ancestry, or a matter directly or indirectly related to employment because of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender, gender identification or expression, height, weight, partisan considerations, citizenship status, genetic information or any other legally protected status unrelated to the individual’s ability to perform the duties of the particular job or position. CONTRACTOR shall post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees and CONTRACTOR shall include the language of this assurance in all subcontracts for services covered by this Contract. All solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR shall state that CONTRACTOR is an Equal Opportunity Employer.

CONTRACTOR shall adhere to all applicable federal, state and local laws, ordinances, rules, and regulations prohibiting discrimination, including, but not limited to, the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended MCL 37.2101 et seq.
2. The Michigan Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101 et seq.
3. Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.), Section 504 of the Federal Rehabilitation Act of 1973, as amended (20 USC 794), Title IX of the Education Amendment of 1972 (if applicable), as amended (20 USC 1681-1683 and 1685-1686) and the regulations of the U.S. Departmental of Health and Human Services issued there under (45 CFR, Part 80, 84, 86 and 91.)
4. The Age Discrimination Act of 1975 (42 USC 6101 et seq.)
5. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq.,) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), as amended, and regulations promulgated there under.
6. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended
7. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616)
8. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290dd-2), as amended
9. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290dd-2)
10. Any other nondiscrimination provisions in the specific statue(s) under which application for federal assistance is being made; and requirements of any other nondiscrimination statute(s) which may apply to the application.

CONTRACTOR agrees any subcontract entered into for the performance of any contract or purchase order resulting therefrom, will contain a binding provision requiring non-discrimination in employment, activity delivery and access, as specified in this agreement.

### DISCRIMINATION IN PROCUREMENT PROHIBITED:

If CONTRACTOR maintains a procurement system or solicitation practices, the system/practices must prohibit discrimination against communities/persons of color, women, and/or businesses owned by persons with disabilities. The CONTRACTOR, by entering into this Contract, gives its assurances to PIHP that CONTRACTOR shall not discriminate against communities/persons of color, women, and businesses owned by persons with disabilities when contracting. Additionally, CONTRACTOR assures that proactive efforts will be made to identify and encourage the participation of persons of color-owned and women-owned businesses, and businesses owned by persons with disabilities. The CONTRACTOR shall, upon the request of either the PIHP or MDHHS, be able to demonstrate efforts made to enter into contracts with such businesses.

CONTRACTOR’s failure to comply with these discrimination prohibitions constitutes a material breach of this agreement.

### DISCRIMINATION AGAINST CONSUMERS PROHIBITED:

CONTRACTOR shall not unlawfully discriminate against a consumer of services or an applicant for services as required by the Elliott-Larsen Civil Rights Act, P.A. 453 of 1976, as amended, or MCL 37.2101 et. seq. CONTRACTOR 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 programs are accessible to persons with limited English proficiency.

### BREACH:

Any breach of this section shall be regarded as a material breach of this contract and cause for termination thereof.

# ARTICLE XXI: CONFLICT OF INTEREST AND ACCESS TO INFORMATION

### CONFLICT OF INTEREST:

CONTRACTOR affirms that, to the best of its knowledge, no principal, representative, agent, employee, or anyone acting on behalf, or legally capable of acting on behalf, of CONTRACTOR is currently an employee of PIHP, or of MDHHS or any of its constituent institutions; nor is any such person using, nor is he or she privy to, insider information which would tend to give, or give the appearance of tending to give, an unfair advantage to CONTRACTOR.

The CONTRACTOR shall establish procedures and safeguards to prohibit its employees from using their positions for a purpose that is or gives the appearance of being a conflict of interest, or motivated by a desire for a private gain for themselves or others with whom they have a family, business, or other ties. Breach of this covenant may be regarded as a material breach of this Contract and cause for termination thereof.

### PIHP ACCESS TO RECORDS AND INFORMATION:

CONTRACTOR understands that PIHP may seek information about activities of persons described in the following, for any possible conflict of interest. If any such conflict is identified, PIHP may take action to terminate this Contract. Upon written request, and to the extent permitted by law, CONTRACTOR shall supply PIHP with the following information:

1. Articles of Incorporation, list of Board members, and Board minutes, if applicable.
2. A written description of CONTRACTOR's internal accounting and administrative control system, which shall: (1) protect against waste, fraud and inefficiency; (2) ensure accuracy and reliability in accounting and operating data; and (3) secure compliance with agency policies. This system shall include clear lines of responsibility, subdivision of duties, and a clear separation of accounting functions from custody or access to assets.
3. A list of all suppliers/subcontractors/lesser of CONTRACTOR in connection with or pertaining to this Contract with which corporate officers, partners and employees, or their spouses, have a financial interest to the best of CONTRACTOR's knowledge.
4. Copies of all current contracts and leases pertinent to this Contract with all suppliers/ subcontractors/lesser and copies of all renewals, extensions, and modifications thereto, together with all new contracts and leases pertinent to this Contract as they are entered into and allow copies to be made at PIHP expense.

Nothing in this section or elsewhere in this Contract shall require CONTRACTOR to waive any privilege CONTRACTOR may have under Michigan law.

### STATE AND/OR FEDERAL ACCESS TO RECORDS AND INFORMATION:

PIHP, the State of Michigan or its representative, and/or any other authorized audit personnel, including any federal agency or its agent, shall be allowed access to all financial records pertaining to CONTRACTOR's activities under this Contract during normal business hours for the purpose of reviewing, copying, and/or auditing. Refusal to allow PIHP, MDHHS, the State of Michigan or their representatives, and/or other authorized audit personnel, including any federal agency or its agent, access to said records for the above-stated purposes shall constitute a material breach of this Contract, for which PIHP may exercise any of its remedies available at law or in equity, including but not limited to the immediate termination of this Contract. Financial records and supporting documentation must be retained and be available for audit purposes for ten (10) years following the termination of this Contract.

Furthermore, CONTRACTOR agrees that if the Secretary of the United States Department of Health and Human Services, the Controller General of the United States, or their duly authorized representatives, at any time within seven (7) years of completing the services to be provided under this Contract request access to CONTRACTOR's books, documents, and records in accordance with Section 952 of the Omnibus Reconciliation Act of 1980 (42USC Section 1395X (v)(l)(l)) and the regulations adopted pursuant thereto, CONTRACTOR shall provide such access to the requesting parties to the extent required by such statute and the regulations adopted pursuant thereto.

# ARTICLE XXII: COMPLIANCE WITH MDHHS AGREEMENTS

It is expressly understood and agreed by the CONTRACTOR that this Contract is subject to the terms and conditions of the agreement(s) entered into between MDHHS and PIHP for general funds and between MDHHS and the PIHP for Medicaid and grant funding. CONTRACTOR shall comply with all applicable terms and conditions of these MDHHS Agreements. The provisions of this Contract shall take precedence over the MDHHS Agreements unless a conflict exists between this Contract and the provisions of the MDHHS Agreements, in which case the provisions of the MDHHS Agreements shall prevail.

A conflict between this Contract and the MDHHS Agreements, however, shall not be deemed to exist where this Contract: (1) contains additional non-conflicting provisions not set forth in the MDHHS Agreements; (2) restates provisions of the MDHHS Agreements to afford the PIHP the same or substantially the same rights and privileges as the MDHHS; (3) requires CONTRACTOR to perform duties and/or services in less time than that afforded the PIHP in the MDHHS Agreements. The MDHHS Agreements are incorporated by reference into this Contract and made a part hereof. A copy of the MDHHS Agreements shall be provided to the CONTRACTOR upon written request.

# ARTICLE XXIII: COMPLIANCE WITH LAWS AND REGULATIONS

### COMPLIANCE WITH LAWS:

The CONTRACTOR shall provide all services in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations including but not limited to: (a) the Michigan Mental Health Code and the Public Health Code and the rules and regulations promulgated there under; (b) federal and state Medicaid laws, including the Balanced Budget Act; (c) all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 (42 USC 7401 et seq) and Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15) if the amount of this Contract is over $100,000.00. CONTRACTOR agrees to follow requirements derived from Public Law 102-321, as amended by Public Law 106-310, and federal regulations in 45 CFR Part 96 are pass-through requirements. Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant requirements that are applicable to states, PIHPs are passed on to CONTRACTOR unless otherwise specified. 42 CFR Parts 54 and 54a, and 45 CFR Parts 96, 260, and 1050, pertaining to the final rules for the Charitable Choice Provisions and Regulations, are applicable to CONTRACTOR as stated elsewhere in this Agreement.

Sections from PL 102-321, as amended, that apply to CONTRACTOR include but are not limited to:1921(b),1922 (a)(1)(2),1922(b)(1)(2),1923,1923(a)(1) and (2), and 1923(b),1924(a)(1)(A) and (B), 1924(c)(2)(A) and (B), 1927(a)(1) and (2), and 1927(b)(1),1927(b)(2): 1928(b) and (c),1929, 1931(a)(1)(A), (B), (C), (D), (E) and (F),1932(b)(1), 1941, 1942(a), 1943(b), and 1947(a)(1) and (2).

If any law or administrative rule or regulation that becomes effective after the date of execution of this Contract substantially changes the nature and conditions of this agreement, it shall be binding to the parties, but the parties retain the right to exercise any remedies available to them by law or other provisions of this Contract.

CONTRACTOR will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement. This includes compliance with all applicable general administrative requirements, such as 2 CFR 200, covering cost principles, grant/agreement principles and audits, in carrying out the terms of this Agreement.

CONTRACTOR will comply with all applicable requirements in the original grant awarded if CONTRACTOR is a subgrantee.

Should the PIHP determine that CONTRACTOR has not complied with applicable federal or state laws, guidelines, rules and regulations in carrying out the terms of this Agreement, the PIHP may then terminate this Agreement under Part 2, Section V.

### FEDERAL SUBSTANCE ABUSE BLOCK GRANT COMPLIANCE:

The CONTRACTOR assures the PIHP that:

1. SAPT Block Grant funds shall not be used to pay for inpatient hospital services except under conditions specified in federal law.
2. SAPT Block Grant funds shall not be used to make cash payments to intended recipients of services.
3. SAPT Block Grant funds shall not be used to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or any other facility, or purchase major medical equipment.
4. SAPT Block Grant funds shall not be used to satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funding.
5. SAPT Block Grant funds shall not be used to provide individuals with hypodermic needles or syringes so that such individuals may use illegal drugs.
6. SAPT Block Grant funds shall not be used to enforce state laws regarding the sale of tobacco products to individuals under the age of 18.
7. SAPT Block Grant funds shall not be used to pay the salary of an individual at a rate in excess of Level I of the Federal Executive Schedule, or approximately $235,600. ([link](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/executive-senior-level))

### ANTI-LOBBYING:

The CONTRACTOR will comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq, and Section 503 of the Departments of Labor, Health and Human Services and Education, Related Agencies Appropriations Act (Public Law 104-209) and 45 CFR Part 93. No appropriated funds may be expended by the recipient of a federal contract, grant, loan, or cooperative agreement to pay 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 any of the following covered federal actions: 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.

### PUBLIC HEALTH REPORTING:

CONTRACTOR agrees to follow P.A. 368 which requires that health professionals comply with specified reporting requirements for communicable disease and other health indicators.

### PRO-CHILDREN ACT OF 1994:

CONTRACTOR shall comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, 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 Act also applies to children’s services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The Act does not apply to children’s services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers 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 Act may result in the imposition of a civil monetary penalty of up to $1,000.00 for each violation and/or the imposition of an administrative compliance order on the responsible entity. CONTRACTOR shall include this language in any subcontracts which contain provisions for children’s services.

CONTRACTOR, in addition to compliance with Public Law 103-227, shall ensure that any service or activity funded in whole or in part through this Contract will be delivered in a smoke-free facility or environment. Smoking shall not be permitted anywhere in the facility, or those parts of the facility under the control of CONTRACTOR. If activities or services are delivered in facilities or areas that are not under the control of CONTRACTOR, (e.g., a mall, restaurant or private work site), the activities or services shall be smoke-free.

### DAVIS-BACON ACT

(All contracts in excess of $2,000). (40 U.S.C. 276a to a-7) -- When required by Federal program legislation, all construction contracts awarded by the recipients and sub-recipients of more than $2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C.

276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5), "Labor

Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction". Under this act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency.

### CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

(Contracts in excess of $100,000). Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended -- Contracts and sub-grants of amounts in excess of $100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional

Office of the Environmental Protection Agency (EPA).

### HATCH ACT AND INTERGOVERNMENTAL PERSONNEL ACT:

CONTRACTOR shall comply with the Hatch Act (5 USC 1501-1508) and Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act (Public Law 95-454 Section 4728). Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

### DEFICIT REDUCTION ACT:

CONTRACTOR shall comply with the federal Deficit Reduction Act (DRA) of 2005. CONTRACTOR shall follow all applicable policies and procedures implemented by PIHP for preventing and detecting Medicaid fraud, abuse, and waste.

### BREACH:

Any breach of this section shall be regarded as a material breach of the Contract and may be cause for termination.

# ARTICLE XXIV: DOCUMENTS AND PUBLICATIONS

All documents developed as a result of this Contact will be freely available to the public, with the exception of those containing information about recipients of services which state and federal law requires to be confidential. CONTRACTOR may not copyright such documents unless otherwise provided in this agreement. During the performance of services under this Contract, the CONTRACTOR will be responsible for any loss or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this Contract by CONTRACTOR must reference the project sponsorship by PIHP. Any publication of the information or results must be co-authored by the PIHP.

If activities supported by the Grant Agreement between MDHHS and PIHP for substance abuse services produces books, films, or other such copyrightable materials issued by CONTRACTOR, CONTRACTOR may copyright but shall acknowledge that PIHP reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials. This cannot include service recipient information or personal identification data. Any copyrighted materials or modifications bearing acknowledgement or the PIHP’s name must be approved by PIHP prior to reproduction and use of such materials. CONTRACTOR shall give recognition to PIHP in any and all publication papers and presentations arising from the program and service contract herein; PIHP will do likewise.

# ARTICLE XXV: MISCELLANEOUS PROVISIONS

### RELATIONSHIP TO CMHPSM PROVIDER NETWORK:

CONTRACTOR acknowledges membership in the CMHPSM Network Provider Panel and agrees to maintain positive working relationships with other contractors within the CMHPSM provider network to best serve the needs of the consumers of the CMHPSM.

### PURCHASES OF EQUIPMENT OR FURNISHINGS:

CONTRACTOR shall maintain a list of all equipment or furnishings purchased or leased with funds from PIHP for the provision of services to consumers under this Contract, if the initial cost or current value of the item is $5,000.00 or more. All such equipment and furnishings shall remain the property of PIHP, and its disposition shall remain the sole discretion of PIHP. Revenue from the sale, trade, or transfer of any such equipment or furnishing shall be retained solely by PIHP. However, purchases or leases made out of the administrative portion of CONTRACTOR’s fee are exempt from this requirement. PIHP may, at its discretion, directly purchase equipment or furnishings, or directly pay other expenses rather than providing funding for such to CONTRACTOR.

### CHOICE OF LAW AND VENUE:

This Contract shall be construed according to the laws of the State of Michigan. PIHP and CONTRACTOR agree that the venue for the bringing of any legal or equitable action under this Contract shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules and any action shall be brought in one of the following Michigan counties: Lenawee, Livingston, Monroe or Washtenaw. In the event that any action is brought under this Agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, and Southern Division.

### AMENDMENTS:

Modifications, amendments, or waivers of any provision of this Contract may be made only by the written mutual consent of both parties set forth in a written amendment document signed by the authorized representatives of both parties.

### EXTENT OF CONTRACT:

This Contract and its attachments, the referenced PIHP policies, and other materials PIHP is required to provide, contain all the terms and conditions agreed upon by the parties and no other agreements, oral or otherwise, regarding the subject matter of this Contract or any part thereof shall have any validity or bind any of the parties hereto.

### WAIVERS:

No failure or delay on the part of either of the parties to this Contract in exercising any right, power, or privilege hereunder shall operate as a waiver thereof nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege. In no event shall the making by PIHP of any payment due to CONTRACTOR constitute or be construed as a waiver by PIHP of any breach of a provision of this Contract, or any default which may then exist, on the part of CONTRACTOR, and the making of any such payment by PIHP while any such breach or default exists, shall in no way impair or prejudice any right or remedy available to PIHP in respect to such breach or default.

### ASSIGNS AND SUCCESSORS:

PIHP and CONTRACTOR each binds itself, its successors, and assigns to the other party to this Contract and all covenants of this Contract. CONTRACTOR shall not assign or transfer its interest in this Contract without prior written consent of PIHP.

### INVALID PROVISIONS:

If any clause or provision of this Contract is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the enforceability of the remainder of the Contract. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Contract, this Contract shall be considered to have terminated as of the date on which the clause or provision was rendered invalid or unenforceable.

### NONBENEFICIARY CONTRACT:

This Contract is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties to this Contract.

### PRACTICE AND ETHICS:

The parties will conform to the code of ethics of their respective professional associations.

### DISREGARDING TITLES AND HEADINGS:

Titles and headings to articles, sections, or paragraphs in this agreement are inserted for convenience of reference only and are not intended to affect the interpretation or construction of the agreement.

### EXECUTION IN COUNTERPARTS:

This agreement may be executed in one or more counterparts, each of which will be deemed an original agreement but all of which will be considered one instrument and will become a binding agreement when one or more counterparts have been signed by each of the parties and delivered.

# ARTICLE XXVI: TECHNICAL ASSISTANCE and CONTRACT MONITORING

### CONTRACT LIAISON:

PIHP shall assign a contract liaison. The contract liaison or designee will be available to provide technical assistance to CONTRACTOR regarding services provided under this Contract if a need for such assistance has been identified by PIHP or by CONTRACTOR.

### SITE VISITS:

The PIHP or designee may conduct periodic site visits to monitor administrative, clinical and/or fiscal compliance during the term of this Contract. After at least a 24-hour advance notice has been provided to the CONTRACTOR, the PIHP or designee may review any of the CONTRACTOR’s internal records, documents, reports, or insurance policies. If, after a site review is completed, the PIHP or designee indicates that the CONTRACTOR needs to attain compliance in certain areas, the CONTRACTOR shall submit a Corrective Action Plan within the specified timeframe given by the PIHP or designee.

The PIHP reserves the right to conduct a site visit at any time with no advance notice if the PIHP or its designee has reason to believe that CONTRACTOR is not in compliance with the terms of this Contract or if the health and safety of a consumer is at risk.

# ARTICLE XXVII: CONTRACT REMEDIES AND SANCTIONS

PIHP will utilize a variety of means to ensure compliance with contract requirements. PIHP will pursue remedial actions and possibly sanctions as needed to resolve outstanding contract violations and performance concerns.

PIHP may utilize any or all of the following actions, or other such action at its discretion, as it deems appropriate to address the contract violation/noncompliance:

* Issue notice of contract violation and conditions to CONTRACTOR with copies to CONTRACTOR’s Board of Directors, if applicable.
* Require a Corrective Action Plan and specified status reports that become a contract performance objective.
* Place CONTRACTOR on provisional contract status until a Corrective Action Plan is accepted by PIHP and CONTRACTOR is able to successfully demonstrate its compliance. Provisional status is a means of sanctioning CONTRACTOR and may result in the temporary suspension of referrals, the removal of consumers currently served by CONTRACTOR, or other sanctions up to termination of this Contract.
* The PIHP reserves the right to withhold payment until full compliance is achieved.

If the above-mentioned actions are not successful in achieving full compliance, PIHP reserves the right to initiate contract termination according to the Termination Article of this Contract.

The implementation of any of these actions does not require a contract amendment; the sanction notice to CONTRACTOR is sufficient authority according to this provision. The use of remedies and sanctions will typically follow a progressive approach, but PIHP reserves the right to deviate from the progression as needed to seek correction of serious or repeated breaches, or patterns of substantial non-compliance or performance problems.

The following are examples of compliance or performance problems for which remedial actions, including sanctions, can be applied to address repeated or substantial breaches, or a pattern of non-compliance or substantial performance problems. This listing is not meant to be exhaustive, but only representative.

* Reporting timeliness, quality and accuracy.
* Performance Indicator standards.
* Repeated site review non-compliance (repeated failure on the same item).
* Failure to complete or achieve contractual performance objectives.
* Repeated failure to honor appeals/grievance assurances.
* Substantial or repeated health and/or safety violations.
* Substantial inappropriate denial of services or requests for service required under this Contract, or substantial services not corresponding to condition. Substantial can mean a pattern, large volume or small volume, but with a severe impact.
* Inappropriate or inconclusive documentation of services for which a claim has been submitted.

# ARTICLE XXVIII: DISPUTE RESOLUTION

CONTRACTOR’s representative and the PIHP Contract Representative shall attempt to resolve all contract compliance issues, reimbursement rate matters, grievances, or language interpretation matters. If resolution is not reached the CONTRACTOR may request Dispute Resolution. CONTRACTOR shall submit written notification requesting the engagement of the dispute resolution process. In this written request, the CONTRACTOR shall identify the nature of the dispute, submit any documentation regarding the dispute, and state a proposed resolution to the dispute.  The PIHP shall convene a dispute resolution meeting within thirty (30) calendar days of receipt of the CONTRACTOR’s request. The final decision of the dispute resolution shall be made by PIHP and communicated to CONTRACTOR in writing within five (5) calendar days of the dispute resolution meeting.

# ARTICLE XXIX: CONTINUING CONTRACT

In the event that a new contract between the parties is not signed by the termination date of this Contract, and neither party hereto has notified the other party of its intent not to renew the Contract, the terms and conditions contained herein shall remain in effect for a period of ninety (90) days from the scheduled termination date, unless otherwise negotiated between the parties in writing.

# ARTICLE XXX: AUTHORITY TO SIGN

The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Contract on behalf of the party they represent and that this Contract has been authorized by said party.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Contract.

**Contractor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor's Signature Date

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PIHP: COMMUNITY MENTAL HELTH PARTNERSHIP OF SOUTHEST MICHIGAN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

James Colaianne Date

Chief Executive Officer

# ATTACHMENT A: RECIPIENT RIGHTS

**IF CONTRACTOR is a SUD Provider and meets the definition of a provider Michigan Administrative Rules for Substance Abuse Service Programs (Public Act 368, 1978 as amended) and provides services to individuals with a substance use disorder, the CONTRACTOR agrees:**

1. To strictly comply with all Recipient Rights provisions of the Administrative Rules for Substance Abuse Service Programs in Michigan (Public Act 368, 1978 as amended), incorporated into this agreement by reference.
2. To ensure staff that provide services to individuals with a substance use disorder are trained in SUD/SA specific Recipient Rights trainings found on the Improving MI Practices website at https://www.improvingmipractices.org/

PIHP reserves the right to terminate this contract for failure to comply with Recipient Rights policies and/or remedial actions if recipient abuse and/or neglect is substantiated, and to remove any recipient placed pursuant to this contract whom the PIHP deems is in immediate danger at the CONTRACTOR’s site.

# ATTACHMENT B: SCOPE OF SERVICE

***Substance Use Disorder Prevention***

**SCOPE OF SERVICE**

## **I. GENERAL REQUIREMENTS**

**A. Prevention Service Provision**: CONTRACTOR will conduct its substance abuse prevention program in accordance with the funding request submitted and awarded for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**At least 90% of prevention expenditures are expected to be directed to programs which are Evidence Based Interventions.**

The CONTRACTOR shall:

1. Be responsible for the oversight, development, and coordination of the funded prevention programming and the quality of associated outcomes ultimately submitted to the PIHP.
2. If granted permission to sub-contract any portion of this service agreement by the PIHP, the fiduciary agency shall be held accountable to the PIHP for the management, monitoring oversight and performance of its sub-contracted agencies.
3. Ensure administrative costs do not exceed 10% of the total allocation.
4. The CONTRACTOR as the fiduciary agency is required to hold Licensing and Regulatory Affairs (LARA) prevention licensure and ensure that all sub-contracted agencies have the appropriate licensure.
5. Ensure accurate and timely submission of all relevant prevention activity data into the Michigan Prevention Data System (MPDS) and any PIHP data systems.
6. Ensure program staff possess relevant certifications (CPS, CPC, or a Registered Development Plan) through the Michigan Certification Board for Addiction Professionals (MCBAP) **or** submit a Specifically-Focused Staff Waiver to the CMHPSM for review and approval.
7. Provide training, supervision, and guidance as needed to ensure employees have a working knowledge of the following:

* Strategic Prevention Framework
* Recovery Oriented System of Care
* Center for Substance Abuse Prevention strategies and coalition effectiveness
* Outcome-based Prevention
* Michigan Prevention Data System

1. Comply with PIHP financial contractual reporting requirements (including, but not limited to, submission of monthly FSRs, annual budgets, and other financial requirements.)
2. Ensure CONTRACTOR designee attends and participates in meetings within the PIHP region as required.
3. Ensure Media campaigns, as defined by the CMHPSM Media Campaign Policy, are submitted to CMHPSM and approved by MDHHS prior to implementation.
4. If using an evidence-based intervention, fidelity to the model is ensured and any deviations are noted in the EBI Program Assessment & Fidelity Form.
5. Comply with annual requests for CMHPSM program site visits, desk audits and/or program observations.

**B. Notification of Changes or Disruptions**: CONTRACTOR will notify the PIHP in a timely manner of any significant staffing changes, or any programmatic changes, that impact CONTRACTOR’s ability to implement services under this agreement or will impact the ability to achieve approved program outcomes. Additionally, if CONTRACTOR experiences major disruption to its infrastructure, such that it may affect the quality of care provided (i.e., an inoperable computer system for an extended period of time), CONTRACTOR will notify the PIHP accordingly.

**C. Administration** :

1. Financial Records: CONTRACTOR agrees to maintain complete and current financial records, supporting receipts, and other documentation.

1. Record Availability: CONTRACTOR agrees that all records relative to each client under this contract shall be readily available at any reasonable time for examination or audit by personnel authorized by PIHP or law.
2. Copyright: If activities supported by the Grant Agreement between MDHHS and PIHP for substance abuse services produced books, films, or other such copyrightable materials issued by CONTRACTOR, CONTRACTOR may copyright but shall acknowledge that PIHP reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, and use such materials. This cannot include service recipient information or personal identification data. Any copyrighted materials or modifications bearing acknowledgement or the PIHP’s name must be approved by PIHP prior to reproduction and use of such materials. CONTRACTOR shall give recognition to PIHP in any and all publication papers and presentations arising from the program and service contract herein; PIHP will do likewise.
3. Faith Based Compliance: CONTRACTOR will provide a Faith-Based Notice to all clients, using the state’s model notice, in compliance with Federal Register (45 CFR, part 96). If CONTRACTOR is a faith-based organization, CONTRACTOR shall ensure that consumers who object to the religious nature of its program are notified that they can contact the PIHP Access department to receive a referral to a different provider, or CONTRACTOR will provide alternative services which meet the standards of timeliness, capacity, accessibility, and equivalency without the objectionable material.

**D. Communicable Diseases**:

**Tuberculosis:**

CONTRACTOR will comply with requirements from the SAPT federal block grant regulations at CFR 96.127 pertaining to the counseling and referral of client(s) with respect to tuberculosis (TB).

CONTRACTOR will implement communicable disease control procedures established by MDHHS/ MHSAS in cooperation with the MDHHS Bureau of Infectious Disease Control which are designed to prevent the transmission of tuberculosis, including the following:

**Screening of patients:**

Identification of those individuals including consumers and staff, who are at high risk of becoming infected; and meeting all state reporting requirements while adhering to federal and state confidentiality requirements, including 42 CFR Part 2; and conducting case management activities to ensure that individuals receive such services.

**Counseling and Information:**

Refer the individual for counseling with respect to tuberculosis; providing information regarding testing that might be available to determine whether the individual has been infected with mycobacterium tuberculosis, and to determine the appropriate form of treatment for the individual; and providing for or referring the individual infected by mycobacterium tuberculosis for appropriate medical evaluation and treatment.

When a person in need of tuberculosis treatment is denied, admission based on the lack of the capacity of CONTRACTOR to admit the individual, CONTRACTOR will refer the individual to a provider of tuberculosis services.

**HIV/AIDS and Other Communicable Diseases:**

CONTRACTOR will ensure that all staff providing substance abuse services, including program directors, assessment workers, and counselors, possess a basic knowledge of HIV/AIDS, sexually transmitted diseases, hepatitis, and tuberculosis and their relationship to substance abuse.

CONTRACTOR must be aware of the local service system that supports the service needs of consumer seeking counseling and testing, early medical intervention for HIV and/or AIDS-infected consumers, and other related support systems such as housing, food, medicine and case management.

When requested, CONTRACTOR must participate in the appropriate regional HIV care consortium and the regional HIV community prevention-planning group.

**E. Charitable Choice**

CONTRACTORs designated as faith-based will ensure that treatment clients and prevention service recipients are notified of their right to request alternative services. CONTRACTOR WILL provide a Faith-Based Notice to all clients, using the state’s model notice, in compliance with Federal Register (45 CFR, part 96). If CONTRACTOR is a faith-based organization, CONTRACTOR shall ensure that consumers who object to the religious nature of its program are notified that they can contact the PIHP Treatment Coordinator to receive a referral to a different provider, or CONTRACTOR will provide alternative services which meet the standards of timeliness, capacity, accessibility, and equivalency without the objectionable material.

**F. Marijuana Attestation**

Grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase, or distribution of marijuana).

**G. Recovery Oriented System of Care (ROSC)**

CONTRACTOR must follow the outlined principles, elements, guidelines, and requirements for the delivery of Substance Use Disorder (SUD) services within a Recovery Oriented System of Care (ROSC) framework. CONTRACTOR must ensure the state principles and elements of ROSC are implemented throughout their organization. [Link](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol)

**H. Additional Grant Specific Requirements**

Wherever not specifically noted in contract language and based on the scope of this agreement, CONTRACTOR remains responsible for all relevant elements in the SAMHSA Notice of Award FAIN# H79TI085750 dated 09-23-2022, the SAMHSA Notice of Funding Opportunity (NOFO) No. TI-22-005 [Link](https://www.samhsa.gov/sites/default/files/grants/pdf/fy-22-sor-nofo.pdf), and the MDHHS Special Provisions for: Substance Use Disorder Prevention Services, Treatment and Access Management, and/or Women’s Specialty Services.

Where applicable CONTRACTOR is responsible to maintain compliance with MDHHS SUD Policies and Advisories: [Link](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol/reportstats/reportcontent/policies-and-advisories)

## **II. STAFF QUALIFICATIONS FOR SUD PREVENTION SERVICES**

CONTRACTOR shall ensure all relevant staff providing prevention services and peer recovery services meet the staff qualifications according to the MDHHS Substance Use Disorder Credentialing and Staff Qualification Requirements ([link](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Recovery-and-Substance-Use/Policies-and-Advisories/SUD_Credentialing_and_Staff_Qualifications.pdf?rev=cfc33959778c4e6cb8ff5a00503aaf81&hash=03DABF9B9F386F9B03C8EF827977C016)) relevant to all staff involved in treatment, supervision, prevention, and peer recovery services.

# ATTACHMENT C: REIMBURSEMENT

***Substance Use Disorder Prevention Services***

The PIHP under the terms of this agreement will provide funding for prevention services on a performance reimbursement basis in an amount not to exceed **DOLLARS AND ZERO CENTS ($0.00)** for the Substance Use Disorder Prevention services described in Attachment B, Scope of Services and/or in CONTRACTOR’s approved response to CMHPSM RFP#2021A and RFI#2023A and associated program outcomes.

|  |  |  |
| --- | --- | --- |
| **Program** | **Funding Source** | **Funding** |
|  |  |  |
|  |  |  |
| **Total Funding** | |  |

1. **Financial Status Report:** A Financial Status Report (FSRs) (FIN-130) shall be submitted to PIHP on a monthly basis, not later than the tenth (10th) of the month unless otherwise agreed upon by CONTRACTOR and PIHP, except for the September FSR which will be due in accordance with the notification sent to CONTRACTOR annually by the Finance Department. The monthly FSR must reflect total actual program expenditures by category regardless of the source of funds. Total funding, plus fees, must equal the amount on the total expenditure line where appropriate. When CONTRACTOR submits a Financial Status Report for payment, the budget must be supported by a PIHP finance department approved Program Budget Summary, Program Budget – Position Schedule(s), and Cost and Funding Detail Schedules. The FSR should be sent to:

**Community Mental Health Partnership of Southeast Michigan**

**c/o Finance Department**

**3005 Boardwalk, Suite 200**

**Ann Arbor, MI 48108**

1. **Program Budget Deviation**: CONTRACTOR shall provide advance notice of any anticipated project budget category/line deviations from the PIHP approved program budget. The parties may reallocate funds between budget category/line items to cover expense deviations of up to five percent (5%) of the total program budget or $5,000.00 whichever is greater. Anticipated CONTRACTOR category/line expense deviations of more than five percent (5%) of the total program budget or $5,000.00, whichever is greater, require prior written approval from the PIHP. CONTRACTOR reimbursement may be withheld by the PIHP for CONTRACTOR budget deviations that exceed five percent (5%) of the total program budget or $5,000.00, whichever is greater, that are not approved by the PIHP.

**SAPT Block Grant Funding (CFDA#93.959):** Services identified within Attachment B: Scope of Services are paid for with State Agreement (SAPT Block Grant funding) which is paid on a basis of 78% federal (CFDA #93.959) and 22% State of Michigan funding. All SAPT service funding utilized by the CONTRACTOR must comply with Article XXIII: COMPLIANCE WITH LAWS AND REGULATIONS Section B. FEDERAL SUBSTANCE ABUSE BLOCK GRANT COMPLIANCE and ARTICLE XII: FINANCIAL AUDIT Section G. Single Audit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Federal Program Title** | **Catalog of Federal**  **Domestic Assistance**  **(CFDA)** | **CFDA#** | **Federal Agency Name** |
| SAPT Block Grant | Block Grant for Prevention  & TX of Substance Abuse | 93.959 | Department of Health and Human Services / SAMSHA |
| CONTRACTOR is:  SUBRECIPIENT or  VENDOR/CONTRACTOR | | | |

**State COVID Supplement or Expansion Funding (****CFDA#93.959):** Services determined by the PIHP as eligible for State Agreement/COVID Supplement Block Grant funding within Attachment B: Scope of Services are paid for with State Agreement (SAPT COVID Supplement Block Grant funding) which is paid on a basis of 100% federal (CFDA #93.959) and 0% State of Michigan funding. All SAPT COVID Supplement service funding utilized by the CONTRACTOR must comply with ARTICLE XXIX: COMPLIANCE WITH LAWS AND REGULATIONS Section B. FEDERAL SUBSTANCE ABUSE BLOCK GRANT COMPLIANCE and ARTICLE XVII: FINANCIAL AUDIT Section G. Single Audit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Federal Program Title** | **Catalog of Federal**  **Domestic Assistance**  **(CFDA)** | **CFDA#** | **Federal Agency Name** |
| SAPT COVID Supplement; State COVID Expansion | Block Grant for Prevention & Treatment of Substance Abuse | 93.959 | Department of Health and Human Services |
| CONTRACTOR is:  SUBRECIPIENT or  VENDOR/CONTRACTOR | | | |

**ARPA Supplemental Block Grant Funding (CFDA# 93.575):** Services identified within Attachment B: Scope of Services are paid for with ARPA funding which is paid on a basis of 100% federal (CFDA #93.575) and 0% State of Michigan funding. All ARPA service funding utilized by the CONTRACTOR must comply with Article XXIII: COMPLIANCE WITH LAWS AND REGULATIONS Section B. FEDERAL SUBSTANCE ABUSE BLOCK GRANT COMPLIANCE and ARTICLE XII: FINANCIAL AUDIT Section G. Single Audit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Federal Program Title** | **Catalog of Federal**  **Domestic Assistance**  **(CFDA)** | **CFDA#** | **Federal Agency Name** |
| ARPA | The American Rescue Plan (ARPA) funding | 93.575 | Department of Health and Human Services / SAMSHA |
| CONTRACTOR is:  SUBRECIPIENT or  VENDOR/CONTRACTOR | | | |

**State Opioid Response Funding (CFDA#93.788):**

All services determined by the PIHP as State Opioid Response eligible reflect 100% federal funding (CFDA #93.788) and 0% state funding.

CONTRACTOR may use no more than five percent (5%) of the total grant award for the budget period for administrative costs (indirect cost) types of infrastructure development necessary for expansion of services. listed below, if necessary, to support the direct service expansion of the grant project. No administrative expenses over five percent (5%) will be reimbursed by the PIHP.

|  |  |  |  |
| --- | --- | --- | --- |
| **Federal Program Title** | **Catalog of Federal**  **Domestic Assistance**  **(CFDA)** | **CFDA#** | **Federal Agency Name** |
| SOR | State Opioid Response | 93.788 | Department of Health and Human Services / SAMSHA |
| CONTRACTOR is:  SUBRECIPIENT or  VENDOR/CONTRACTOR | | | |

# ATTACHMENT D: PERFORMANCE REPORTING

***Substance Use Disorder Prevention Services***

1. **Reporting:** The PIHP fiscal year is October 1 through September 30. CONTRACTOR is required to use the following reporting systems during the term of this contract:

| **Mechanism** | **Reporting Period** | **Due Date** |
| --- | --- | --- |
| CMHPSM Evidence-based Intervention (EBI) Implementation & Evaluation Planning Form(s) and Virtual Services Plan(s) | Finalized Plan(s) for FY24 | October 31, |
| Program Evaluation Tools | Finalized Instruments for FY24 | October 31 |
| Michigan Prevention Data System | Monthly | 15th of the Following Month |
| Indirect Activities Report | Monthly | 15th of the Following Month |
| Michigan Prevention Data System Survey Outcomes Data Spreadsheet (Pre- and/or Post-Survey responses)  (If applicable; this survey is for Project SUCCESS programs only). | Quarterly | January 15, 2024  April 15,2024  July 15, 2024  October 15, 2024 |
| CMHPSM Evidence-based Intervention (EBI) Implementation & Evaluation Planning Form(s) | **Reporting Timeframes:**   * **MID-YEAR**   For most programs, the MID-YEAR report encompasses the period of October 1, 2023 – March 31, 2024. **However**, **for programs delivered in the schools, the MID-YEAR report covers the timeframe of October 1, 2023 – January 31, 2024 to better reflect the school-year.**   * **YEAR-END**   For all CMHPSM funded programs, the YEAR-END report covers the timeframe of October 1, 2023 – September 30, 2024 and reflects the end of the fiscal year. | \*SCHOOL PROGRAMS  February 15, 2024  October 15, 2024  \*OTHERS:  April 15, 2024  October 15, 2024 |
| CMHPSM Evidence-based Intervention  Prevention Program Assessment & Fidelity Form(s) | Initial  Mid-Year  Year-End | October 31, 2023  \*DATES ABOVE  October 15, 2024 |
| CMHPSM Twelve Community Sectors Checklist(s)  (if applicable) | Initial  Mid-Year  Year-End | October 31, 2023  \*DATES ABOVE  October 15, 2024 |
| SUD Prevention Program Brief | Year-End | November 15, 2024 |

1. **Proper Format:**

CONTRACTOR agrees to utilize all required report forms and reporting formats, and submit reports as required by, and in accordance with, PIHP reporting requirements.

1. **Timeliness:**

CONTRACTOR agrees to submit reports as required by, and in accordance with, PIHP due date requirements.

1. **Prevention Data:**

CONTRACTOR agrees to collect and transfer prevention data as required.

1. **Finance Reports:**

CONTRACTOR assures all finance reports regarding prevention and treatment are due to the PIHP, on designated due dates.

1. **Delinquent Reports:**

Reports will be considered delinquent when they are not submitted on or prior to the designated due date and an extension is not authorized.

1. **Compliance and Sanctions**: Reimbursement may be withheld until PIHP or its designee receives a timely and accurate reports. CONTRACTOR must not, as a result of the withholding of reimbursement, inappropriately limit or withhold the services set forth in Attachment B of this contract that would otherwise be provided to consumers.
2. **Compliance—General:** The PIHP may utilize a variety of remedies, ranging from the issuance of a Corrective Action Plan, to withholding payment, to contract termination, to assure CONTRACTOR compliance with the contract. Requirements that are subject to the implementation of remedies include, but are not limited to: financial, performance, service utilization, cost, consumer demographics, and other reporting requirements of this contract.
3. **Compliance Review Process:** A written request for a compliance review of provisions of this contract may be initiated by either party to the contract. Such a request shall include a statement of specific areas of alleged non-compliance. A written response to such a request shall be provided by certified mail within thirty (30) calendar days of receipt of the request. The response shall either: (1) present facts that refute the allegation of non-compliance, or (2) present a proposal for remediation that may include amending the contract. Failure to respond in writing within thirty (30) days shall be deemed as verification and acceptance of the allegation.