STATEMENT OF WORK

1. **Project Description:**

This project serves to strengthen both the public health and environmental workforce throughout Colorado. COVID-19 has added to the workload of the public health and environmental workforce, including grants and contracts monitoring staff. COVID-19 is also coinciding with a difficult hiring environment for many public health roles. Moreover, COVID-19 is affecting the employees' retention system across LPHAs, causing a shortage of the skillful workforce needed to provide core healthcare services to all Coloradans. The Colorado Department of Public Health and Environment’s (CDPHE) Office of Public Health Practice, Planning, and Local Partnerships (OPHP) will work with all Local Public Health Agencies (LPHAs) and tribes to support public health workers in the public health system.

CDPHE will support LPHAs with additional resources to address the increased labor market competition, increased workload demands, and will monitor that public health and environmental staff have the proper knowledge and training. Local Public Health Agencies shall hire staff, and implement a new employees retention system through professional development training and cross-training. This project serves to strengthen the public health workforce. This project aims to strengthen both the public and environmental workforce throughout Colorado. As a crucial aspect of this work, the Colorado Department of Public Health and Environment’s (CDPHE) Office of Public Health Practice, Planning, and Local Partnerships (OPHP) will partner all local public health agencies and tribes to support public health workers in the public health system. The Local Public Health Agencies will work with their community based organizations to support their public health adjacent workforce.

1. **Definitions:**
2. CDC: Centers for Disease Control and Prevention
3. CDPHE: Colorado Department of Public Health and Environment
4. OPHP: Office of Public Health Practice, Planning, and Local Partnerships
5. **Work Plan:**

|  **Goal #1**: Support public health throughout Colorado by creating a strong workforce, promoting collaborations, and planning. |
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| **Objective #1:**  By June 30, 2023, the Contractor shall increase LPHA and CBO workforce capacity to respond to immediate and future impacts resulting from the COVID-19 pandemic. |
| **Primary Activity #1** | The Contractor shall hire or retain staff. |
| **Primary Activity #2** | The Contractor shall identify and provide training to staff to improve public health knowledge and to improve staff retention. |
| **Primary Activity #3** | The Contractor shall create a project budget.  |
| **Sub-Activities #3** | 1. The Contractor shall monitor the spenddown of the Workforce CBO award.
2. The Contractor shall update Workforce CBO award budgets to show the spenddown progress.
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| **Primary Activity #4** | The Contractor shall create reports.  |
| **Sub-Activities #4** | 1. The Contractor shall create a mid-year progress report.
2. The Contractor shall create a final report
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| **Primary Activity #5** | The Contractor shall provide workforce funding to the selected Community Based Organization |
| **Sub-Activities #5** | 1. The contractor shall create a formal agreement with the CBO
2. The contractor shall include the CBO information in their mid-year and final progress reports.
3. The contractor shall receive a budget from the CBO and ensure that funds allocated to the goals of the project are within the parameters of the funding.
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| **Standards and****Requirements**  | 1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term.
2. The Contractor shall comply with the requirements stated in the COVID-19 Public Health Workforce Supplemental Funding Guidance. This document is incorporated and made part of this contract by reference and is available on the following website: <https://www.cdc.gov/cpr/readiness/00_docs/CDC_Crisis_Response_COVID_19_Funding_PH_Workforce_Guidance_May_2021.pdf>
3. The Contractor shall comply with the federal funding requirements. This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, the recipient must apply these terms to any sub award, to the extent applicable to activities set out in such sub award.
4. Funding can be used to hire personnel for roles that may range from senior leadership positions to early career or entry-level positions and may include, but is not limited to: Permanent full-time and part-time staff (which may include converting part-time positions to full-time positions during the performance period), Temporary or term-limited staff, Fellows, Interns, or Contractors or contracted employees

1. CDPHE will compile data that has been provided by the Contractor to other CDPHE programs to verify services provided.
2. The Contractor shall submit progress reports electronically using the template or survey tool that will be provided by CDPHE.
3. The Contractor shall attend the post-award meeting by phone or video call between the Contractor and OPHP that will take place no later than thirty (30) days after contract execution.
4. CDPHE shall provide the budget template to the Contractor within thirty (30) days after the contract execution.
5. The Contractor shall submit the formal project budget to the CDPHE contract monitor using the provided template no later than forty-five (45) days after conh·act execution.
6. Not allowed under this funding source:
	1. food
	2. gift cards
	3. rent
	4. equipment
	5. rainy day funds and similar financial reserve
	6. payment of interest or principal on outstanding debt instruments
	7. fees or issuance costs associated with the issuance of new debt
	8. satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding, except to the extent the judgment or settlement requires the provision of services that would respond to the COVID–19 public health emergency.
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| **Expected Results of Activity(s)** | Increased public health workforce skills, knowledge, capacity and retention. |
| **Measurement of Expected Results** | 1. Semi-annual progress reports from contract execution to June 30, 2023.
2. Number of staff hired
3. Number of staff trained
4. Number of staff receiving retention efforts
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|  | **Completion Date** |
| **Deliverables** | 1. The Contractor shall create a formal agreement with the CBO
 | No later than 45 days after PO execution.  |
| 1. The Contractor shall create a project budget and submit the budget electronically to the CDPHE Contract Monitor.
 | No later than 45 days after PO execution |
| 1. The Contractor shall attend a post award meeting scheduled by CDPHE.
 | No later than 30 days after PO execution.  |
| 1. The Contractor shall submit the mid-year progress report electronically to the director of OPHP.
 | No later than January 15, 2023. |
| 1. The Contractor shall submit the final progress report electronically to the director of OPHP.
 | No later than June 15, 2023. |

1. **Monitoring:**

CDPHE’s monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Office of Public Health Practice, Planning, and Local Partnerships’ Contract Monitor. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports, site visits, and other fiscal and programmatic documentation as applicable. The Contractor’s performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

1. **Resolution of Non-Compliance:**

The Contractor will be notified in writing within **(7)** calendar daysof discovery of a compliance issue. Within **(30)** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and timeline for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the timeline, the Contractor must email a request to the Contract Monitor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure timelines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.