AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Contract Amendment #4; CDPHE; Family Planning Prog

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Gunnison County and CDPHE

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Continuation of Family Planning Title X Grant

Fiscal Impact:

Submitted by: Randy Morgan **Submitter's Email Address:** rmorgan@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 8/9/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 8/15/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 8/15/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 8/15/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 8/20/2019

Revised April 2015

CONTRACT AMENDMENT #4

SIGNATURE AND COVER PAGE(S)

State Agency : **Colorado Department Of Public Health and Environment** **PSD/Family Planning Program** **4300 Cherry Creek Drive South** **Denver, CO 80246**	Original Contract Number **15 FLA 66972**
Contractor **Board of County Commissioners of Gunnison County** **200 East Virginia Avenue** **Gunnison, Colorado 81230-2297** **for the use and benefit of the Gunnison County Department of Health and Human Services** **225 North Pine Street, Suite E** **Gunnison, Colorado 81230-2333**	Amendment Contract Number **2017*0042 Amendment #4**
Contract Performance Beginning Date : **The later of the Effective date or July 1, 2014**	Current Contract Expiration Date : **June 30, 2020**

CONTRACT MAXIMUM AMOUNT TABLE

Document Type	Contract Number	Federal Funding Amount	State Funding Amount	Other Funding Amount	Term (dates)	Dollar Amount
Original Contract	15 FLA 66972	$50,741.00	$21,732.00	$28,197.00	7/1/14-6/30/15	$100,670.00
GFCL #1	15 FHLA 77314	$0.00	$0.00	$8,565.00	3/2/15-6/30/15	$8,565.00
GFCL #2	16 FHLA 79230	$23,154.50	$10,407.00	$0.00	7/1/15-12/31/15	$33,561.50
GFCL #3	16 FHLA 84201	$0.00	$0.00	$16,380.00	11/1/15-06/30/16	$16,380.00
Amendment # 1	16 FHLA 84913	$23,154.50	$10,406.00	$13,210.00	1/1/16-06/30/16	$46,770.50
GFCL #4	16 FHLA 85931	$0.00	$0.00	$15,852.00	4/1/16-06/30/16	$15,852.00
Option Letter # 1	17 FHLA 86945	$54,451.00	$22,827.00	$0.00	7/1/16-6/30/17	$77,278.00
GFCL #5	17 FHLA 94803	$0.00	$38,639.00	$0.00	10/20/16-6/30/17	$38,639.00
Option Letter #2	18 FHLA99177	$51,598.00	$71,975.00	$0.00	7/1/17-6/30/18	$123,573.00
Option Letter #3	19 FHLA 110391	$0.00	$63,816.00	$0.00	7/1/18-12/31/19	$63,816.00
GFCL #6	19 FHLA 110855	$8,600.00	$0.00	$0.00	7/1/18-8/31/18	$8,600.00
Amendment #2 (CFFP)	19 FHLA 113532	$32,884.00	$0.00	$0.00	11/1/18-3/31/19	$32,884.00
Amendment #2 (STD)	19 FHLA 113532	$0.00	$0.00	$15,212.00	11/1/18-6/30/19	$15,212.00
Amendment #3	19 FHLA 127710	$40,357.00	$0.00	$0.00	4/1/19-12/31/19	$40,357.00
Option Letter #4	2017*0042 Option Letter #4	$0.00	$27,204.00	$0.00	7/1/19-12/31/19	$27,204.00
Amendment #4	2017*0042 Amendment #4	$19,178.00	$0.00	$0.00	8/27/19-3/31/20	$19,178.00
Amendment #4	2017*0042 Amendment #4	$0.00	$27,204.00	$0.00	8/27/19-6/30/20	$27,204.00
				Current Contract Maximum Amount (Year To Date)		$695,744.00

THE PARTIES HERETO HAVE EXECUTED THIS AMENDMENT

Each person signing this Amendment represents and warrants that he or she is duly authorized to execute this Amendment and to bind the Party authorizing his or her signature.

CONTRACTOR Board of County Commissioners of Gunnison County for the use and benefit of the Gunnison County Department of Health and Human Services _____ _____ By: Print Name & Title Date: _____	**STATE OF COLORADO** Jared S. Polis, Governor **Colorado Department Of Public Health and Environment** Jill Hunsaker Ryan, MPH Executive Director _____ By: Lisa McGovern, Procurement and Contracts Section Director, CDPHE Date: _____
PROGRAM APPROVAL Colorado Department of Public Health and Environment By: _____ Signature of Authorized CDPHE Program Approver Date:_____	In accordance with §24-30-202 C.R.S., this Amendment is not valid until signed and dated below by the State Controller or an authorized delegate. **STATE CONTROLLER** **Robert Jaros, CPA, MBA, JD** By:_____ David Norris, Controller, CDPHE Amendment Effective Date:_____

1. PARTIES

This Amendment (the "Amendment") to the Original Contract shown on the Signature and Cover Page for this Amendment (the "Contract") is entered into by and between the Contractor, and the State.

2. TERMINOLOGY

Except as specifically modified by this Amendment, all terms used in this Amendment that are defined in the Contract shall be construed and interpreted in accordance with the Contract.

3. AMENDMENT EFFECTIVE DATE AND TERM

A. Amendment Effective Date

This Amendment shall not be valid or enforceable until the Amendment Effective Date shown under the State Controller Signature. The State shall not be bound by any provision of this Amendment before that Amendment Effective Date, and shall have no obligation to pay Contractor for any Work performed or expense incurred under this Amendment either before or after of the Amendment term shown in **§3.B** of this Amendment.

B. Amendment Term

The Parties' respective performances under this Amendment and the changes to the Contract contained herein shall commence on the Amendment Effective Date shown under the State

Controller Signature or **August 27, 2019**, whichever is later and shall terminate on the termination of the Contract or **June 30, 2020**, whichever is earlier.

4. PURPOSE

The Parties entered into the agreement to reduce unintended pregnancy by insuring access to quality reproductive health services to all Coloradans.

The Parties now desire to to extend the term, change Exhibit A, Additional Provisions, and to increase funding for the following reason: Removal of five year contract limit and the addition of funding.

5. MODIFICATIONS

The Contract and all prior amendments thereto, if any, are modified as follows:

A. The Contract Maximum Amount is deleted and replaced with the Current Contract Maximum Amount shown on the Signature and Cover Page for this Amendment.

B. The Contract Initial Contract Expiration Date on the Contract's Signature and Cover Page is hereby deleted and replaced with the Current Contract Expiration Date shown on the Signature and Cover Page for this Amendment.

C. The Amendment and all prior amendments thereto, if any, are modified as follows:

i. The Parties now agree to modify Exhibit: Revised Exhibit A, Additional Provisions of the agreement. Revised Exhibit A, Additional Provisions, is deleted and replaced in its entirety with Exhibit E, Additional Provisions, to remove the five year contract limit.

6. LIMITS OF EFFECT AND ORDER OF PRECEDENCE

This Amendment is incorporated by reference into the Contract, and the Contract and all prior amendments or other modifications to the Contract, if any, remain in full force and effect except as specifically modified in this Amendment. Except for the Special Provisions contained in the Contract, in the event of any conflict, inconsistency, variance, or contradiction between the provisions of this Amendment and any of the provisions of the Contract or any prior modification to the Contract, the provisions of this Amendment shall in all respects supersede, govern, and control. The provisions of this Amendment shall only supersede, govern, and control over the Special Provisions contained in the Contract to the extent that this Amendment specifically modifies those Special Provisions.

ADDITIONAL PROVISIONS
To Contract Dated 03/28/2014 - Contract Routing Number 15 FLA 66972
Contract Amendment **#4** Routing Number **2017*0042 Amendment #4**

These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.

1. This Contract contains state, private and federal funds (see Catalog of Federal Domestic Assistance (CFDA) number **93.217**)

2. The United State Department of Health and Human Services ("USDHHS"), through the US Public Health Service ("USPHS") has awarded as of **03/26/2019** anticipated federal funds of **$3,800,000.00** under Notice of Cooperative Agreement Award, hereinafter "NCAA", number **1 FPHPA006465-01-00**, to perform the following: contraceptive education and clinical services, preventative health counseling and education services, reproductive health related testing and screening and referrals, training, outreach, client recruitment and community engagement.

   If the underlying Notice of Cooperative Agreement Award "NCAA" authorizes the State to pay all allowable and allocable expenses of a contractor as of the effective date of that NCAA, then the State shall reimburse the Contractor for any allowable and allocable expenses of the Contractor that have been incurred by the Contractor since the proposed effective date of this Contract. If the underlying NCAA does not authorize the State to pay all allowable and allocable expenses of a contractor as of the effective date of that NCAA, then the State shall only reimburse the Contractor for those allowable and allocable expenses of the Contractor that are incurred by the Contractor on or after the effective date of this Contract, with such effective date being the later of the date specified in this Contract or the date the Contract is signed by the State Controller or delegee.

3. To be considered for payment, all Family Planning services must be entered into iCare within **thirty (30)** days of service being performed. Contractors shall only be paid for cases that meet eligibility, performance and data requirements. Contractors shall be reimbursed 1/12th of an annual award on monthly basis. The total contract amount is based on an annual award that was determined by number of clients served in the previous year and total available funds. In addition, Contractor shall be reimbursed an amount pre-determined by CDPHE for the purchase of Long Acting Reversible Contraception (LARC) methods.

   To receive compensation under the Contract, the Contractor shall submit a signed **Monthly** Fee for Service Reimbursement Invoice Form. This form is accessible from https://www.colorado.gov/cdphe/titlex-familyplanning and is incorporated and made part of this Contract by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE Monthly Fee for Service Reimbursement Invoice must be submitted no later than **forty-five (45)** calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work. LARC method purchase must be detailed on the invoice and should be accompanied by evidence of payment, including a receipt or invoice and a financial ledger report that shows the posted expense.

   The Monthly Fee for Service Reimbursement Invoice should be scanned into an electronic document and emailed to cdphe_familyplanning@state.co.us

   To be considered for payment, billings for payments pursuant to this Contract must be received within a reasonable time after the period for which payment is requested, but no later than forty-five (45) calendar days after the relevant performance period has passed. Final billings under this Contract must be received by the State within a reasonable time after the expiration or termination of this Contract; but no later than forty-five (45) calendar days from the effective expiration or termination date of this Contract.

   The Contractor shall not use state funds to satisfy federal cost sharing and matching requirements unless approved in writing by CDPHE.

   The Contractor shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

Sliding Fee Scale: The Contractor's charges for services to clients who are above 100% of poverty level shall be based on a sliding fee scale that takes into account a client's family size and/or individual income and is approved by the State. These charges and the sliding fee scale shall be made available to all clients of the Contractor, the general public, and the State. This document is available on the following website https://www.colorado.gov/cdphe/titlex-familyplanning. Charges shall be based upon the Contractor's actual costs to provide these services as determined by a cost analysis. The Contractor and the State shall review these costs annually. The Contractor shall insure that all clients understand that they will not be denied services because of an inability to pay any of the Contractor's sliding fee charges.

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. The Contractor shall monitor documents and website content for updates and comply with all updates.

Fiscal and Spending Contract Award: It is important that accurate expenses are reflected in each Contract budget. The Contractor must spend the entire awarded and budgeted amount for services identified in the annual approved project budget. Failure to provide projected services, submit invoices in a timely manner, and/or failure to spend the award at a rate that results in the full award being expended at the end of the program year may result in reduced funds the following year and/or lack of eligibility for mid-year and other additional funding opportunities.

4. This award does not include funds for Research and Development.

5. Time Limit For Acceptance Of Deliverables.

   a. Evaluation Period. The State shall have **thirty (30)** calendar days from the date a deliverable is delivered to the State by the Contractor to evaluate that deliverable, except for those deliverables that have a different time negotiated by the State and the Contractor.

   b. Notice of Defect. If the State believes in good faith that a deliverable fails to meet the design specifications for that particular deliverable, or is otherwise deficient, then the State shall notify the Contractor of the failure or deficiencies, in writing, within **thirty (30)** calendar days of: 1) the date the deliverable is delivered to the State by the Contractor if the State is aware of the failure or deficiency at the time of delivery; or 2) the date the State becomes aware of the failure or deficiency. The above time frame shall apply to all deliverables except for those deliverables that have a different time negotiated by the State and the Contractor in writing pursuant to the State's fiscal rules.

   c. Time to Correct Defect. Upon receipt of timely written notice of an objection to a completed deliverable, the Contractor shall have a reasonable period of time, not to exceed **thirty (30)** calendar days, to correct the noted deficiencies.

6. Health Insurance Portability and Accountability Act (HIPAA) Business Associate Determination.

   The State has determined that this Contract does not constitute a Business Associate relationship under HIPAA.

7. The list of acronyms attached hereto as **Exhibit C** may be referenced to in **Revised Exhibit A**, **Exhibit B**, and all and any attachments thereof in this Contract.

8. If Contractor indicates full expenditure of funds under this Contract by **March 31 (Federal funds)** and **June 30 (State funds)** of each grant year and the full expenditure does not occur, CDPHE has the option to reduce current or upcoming Contract by said amount or a percent deemed reasonable by CDPHE. The State will notify the Contractor of the potential need to decrease the current or upcoming budget.

   Upon receipt of timely written notice of an objection by the State for inability to fully expend funds, the Contractor shall have a reasonable period of time not to exceed ten (10) calendar days to respond to the

action. If no dispute is received by the State within ten (10) calendar days, the State has the option to reduce the current budget for the current year and any upcoming budget for future contractual agreements.

9. Contractor shall request prior approval in writing from the State for all modifications in the Statement of Work/Work Plan or for any modification to the direct costs in excess of twenty-five percent (25%) of the total budget for direct costs or $250,000, whichever is less, shall be submitted to CDPHE at least ninety (90) days prior to the end of the contract period and may require an amendment in accordance with *General Provisions*, *Section 5*, of this Contract.

10. Contractor shall only use program income generated from client fee collections and donations for family planning purposes that further the objectives of the legislation under which this Contract is entered into. In accordance with Title X guidelines, the Contractor shall not charge for any Title X required services provided to clients who are at or below 100% of the official poverty line as defined by the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2). If the State receives new poverty guidelines during the term of this Contract, then the State will immediately notify the Contractor. The Contractor shall use these new poverty guidelines, if any, upon receipt of notification thereof from the State.

11. All money received by the Contractor from the State under this Contract shall be used by the Contractor to provide contraceptive services to qualified family planning clients.

12. The State may require forms attached to this Contract and incorporated herein to be updated by the Contractor during the term of this Contract. The State shall notify the Contractor of newly developed forms. Forms are incorporated and made part of this Contract by reference and located on https://www.colorado.gov/pacific/cdphe/title-x-forms.

13. The Contractor agrees to follow the Colorado Constitution and the Title X rules and regulations incorporated and made part of this Contract by reference and available on the following websites:

    a. Title X Legislative Mandates: https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/legislative-mandates/index.html

    b. Title X Statutes and Regulations: https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/statutes-and-regulations/index.html

    c. Title X Program Guidelines: https://www.hhs.gov/opa/guidelines/program-guidelines/index.html

    d. In accordance with the Colorado Constitution, Article V, Section 50, Contractor agrees that no requests for direct or indirect reimbursement or payment will be submitted for the performance of any induced abortions.

14. Notwithstanding the terms contained in *General Provisions*, Section 9, *Rights in Data, Documents and Computer Software or Other Intellectual Property*, unless otherwise provided for, all data collected or produced or derived exclusively from the Contractor's work under this Contract shall remain the sole property of the State, whether in individual, aggregate, identified or de-identified form or any other form required by the State. To facilitate follow-up, research, surveillance and evaluation, any such data collected, used or acquired shall be made available in any form required by the State, to the State and any other entity designated by the State.

    Any such data collected, used or acquired shall be used solely for the purposes of this Contract. The Contractor agree not to release, divulge, publish, transfer, sell, or otherwise make known any such data to unauthorized persons without the express prior written consent of the State or as otherwise required by law. This includes a prior written request by the Contractor to the State for submission of abstracts or reports to conferences, which utilize data collected under this Contract.

Notwithstanding the foregoing, the Contractor shall be entitled to retain a set of any such data collected or work papers necessary to perform its duties under this Contract and in accordance with professional standards.

15. Notwithstanding the terms contained in *General Provisions*, Section 9, *Rights in Data, Documents and Computer Software or Other Intellectual Property*, or Section 23.i, *General Provisions, Media or Public Announcements*, the State of Colorado, specifically the Department of Public Health and Environment, shall be the owner of all printed materials, graphic representations, educational materials, audio-visual products, or any other media, in whatever form, created under this Contract. This requirement applies, but is not limited to, any brochure, flyer, presentation, billboard, radio spot, website, banner advertisement. The State reserves the right to require logos, or other wording on any material, representation, product or other media form created under this Contract.

    Any material, representation, product or other media form that will use the State's or logo or information must be approved by the State prior to production and distribution. A minimum of ten (10) business days is required for the review and approval process.

16. Contractor agrees to provide services to all Program participants and employees in a smoke-free environment in accordance with Public Law 103-227, also known as "the Pro-Children Act of 1994", (Act). Public Law 103-227 requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, 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 law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private 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 Women, Infants and Children (WIC) coupons are redeemed. Failure to comply with the provision of Public Law 103-227 may result in the imposition of a civil monetary penalty of up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing this Contract, Contractor certifies that Contractor shall comply with the requirements of the Act and shall not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

17. Notwithstanding the terms contained in the *General Provisions*, Section 10, *Confidential or Proprietary Information*, Contractor shall protect the confidentiality of all applicant or recipient records and other materials that are maintained in accordance with this Contract. Except for purposes directly connected with the administration of this Contract, no information about or obtained from any applicant or recipient shall be disclosed in a form identifiable with the applicant or recipient without the prior written consent of the applicant or recipient, or the parent or legal guardian of a minor applicant or recipient with the exception of information protected by Colorado Statute as it applies to confidentiality for adolescent services in which case the adolescent minor and not the parent or legal guardian must provide consent or as otherwise properly ordered by a court of competent jurisdiction. Contractor shall have written policies governing access, duplication, and dissemination of all such information. Contractor shall advise its employees, agents, servants, and any subcontractors that they are subject to these confidentiality requirements.

18. The State of Colorado, specifically the Colorado Department of Public Health and Environment, shall be the owner of all equipment as defined by Federal Accounting Standards Advisory Board (FASAB) Generally Accepted Accounting Principles (GAAP) purchased under this Contract. At the end of the term of this Contract, the State shall approve the disposition of all equipment.

19. Contractor shall not use funds provided under this Contract for the purpose of lobbying as defined in Colorado Revised Statutes (C.R. S.) 24-6-301(3.5)(a).

20. The State may require continued performance at the same rates and same terms specified in the Contract. If the State exercises the option, it will provide written notice to Contractor at least 30 days prior to the end of

the current Contract term in a form substantially equivalent to **Exhibit D**. If exercised, the provisions of the Option Letter shall become part of and be incorporated into the original Contract.

21. The State may increase or decrease the quantity of goods/services described in **Exhibit B** based upon the rates established in the Contract. If the State exercises the option, it will provide written notice to Contractor at least 1 day prior to the end of the current Contract term in a form substantially equivalent to **Exhibit D**. Delivery/performance of the goods/service shall continue at the same rates and terms. If exercised, the provisions of the Option Letter shall become part of and be incorporated into the original Contract.

22. Per the private funding source, The Colorado Trust (The Trust) expressly disclaims any obligation to employees or independent contractors hired or engaged by CDPHE to assist CDPHE in carrying out its obligations under the Grant Contract with The Colorado Trust. Employment or engagement of such third parties is referred to in this paragraph as "engagement." If CDPHE elects to engage third parties for such purpose, CDPHE will: (i) notify third parties that their engagement is subject to the terms and conditions of the Grant Contract between CDPHE and The Colorado Trust, particularly the right of The Trust to terminate its obligations under the Grant Contract between CDPHE and The Colorado Trust and discontinue funding; (ii) include the following language in any written agreement rights between CDPHE and any third party: ' third party Contractor hereby acknowledges that CDPHE's rights under this agreement are subject to all the terms and conditions of a Grant Contract with The Colorado Trust.

COLORADO
Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

Contract (Original or Amendment) Acceptance Instructions For

Interagency/Intergovernmental & Local Public Health Agencies (LPHAs)

1. Contract Document

Print: Please print two (**2**) copies of the PDF contract document attached to this email. Recommend double-sided printing.

2. Obtain Signatures

Signatures: the signature authority for the organization must sign the two (2) contract documents. Original signatures are required. Please use blue ink.

Accepted signature authorities for agencies are as follows:

- ☐ **Institutions of Higher Education (IHE):** President, Chancellor, State Controller, Individuals with a delegation agreement with the State Controller (i.e. Chief Financial Officer, Agency Controller, Chief Procurement Officer)
- ☐ **Agencies :** Individuals with final executive authority for an Agency (regardless of title), Individuals with a delegation agreement with the State Controller (i.e. Chief Financial Officer, Agency Controller, Chief Procurement Officer)
- ☐ **Government:** Individual given actual authority based on governmental resolution.
  - **Counties** – Board of County Commissioners Chairperson or Executive Director
  - **County or District Board of Health** – Board of Health President or Executive Director
  - **County or District Board of Social Services** – Board of Social Services Chairperson
  - **Cities and Towns** – Mayor
  - **Cities and Towns** – City Manager (if city manager structure)
  - **School District** – School District Superintendent

Signature of an individual with a <u>position title that is not listed</u> on the accepted signature authority list requires additional supporting documentation*.

3. Supporting Documentation

***Proof of Signing Authority (If applicable**): A signature authority letter or other regulatory document (resolution, charter, ordinance, etc) confirming the individual signing the contract is authorized to enter into contracts on behalf of the organization. The signatory on the signature authority letter must possess a title listed on the accepted signature authority list by entity. (Attached Sample Non-Profit Signature Authorization Letter, customize according to entity type).

4. Submission

Return: the two (2) original signed contract documents, and proof of signing authority (if applicable).

All contract documents should be submitted by: mail, courier service, delivery service such as FedEx or UPS, or hand delivered to the CDPHE Mailroom, to the address below, between the hours of 8:00am – 5:00pm, Monday through Friday. Delivery attempts outside the delivery times will not be accepted.

Colorado Department of Public Health & Environment
PSD-Contract & Procurement
Attention: Will Tapella
4300 Cherry Creek Drive South
Denver, CO 80246-1520

5. Contract review and approval

CDPHE will provide notification of the date work can begin under the contract. Work is not authorized to begin until the contract is fully executed (signed by all parties). An original fully executed contract will be mailed.

Signature Authority Letter

(Insert name of entity) exists as a non-profit corporate entity and as such does not have a President or Vice-President, but instead is governed by a Board of Directors. In addition, **(insert name of entity)** operates under the leadership of **(insert name of individual signing the contract)**, our Chief Operating Officer (COO). **(Insert name of individual signing the contract)** has the authority to sign contracts on behalf of **(insert name of entity)** which are binding

_____
Signature

_____
Print Name

_____
Title

_____
Date

SAMPLE
customize and print on
organizational letterhead