



MODIFICATION No.01  
HPTN GRANT  
BETWEEN  
FAMILY HEALTH INTERNATIONAL (FHI 360)  
AND  
CITY AND COUNTY OF SAN FRANCISCO (“GRANTEE”)

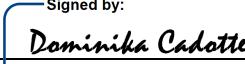
GRANT NUMBER: PO24002400

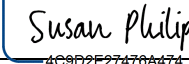
HPTN 113 Leadership  
HIV PREVENTION TRIALS NETWORK (HPTN) No. UM1 AI068619  
FEDERAL AWARD DATE: June 1, 2006 R&D: ☒ Yes ☐ No  
CFDA NAME: Allergy and Infectious Diseases Research CFDA No: 93.855

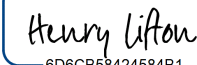
Funding Summary	Obligated Amount	Total Estimated Award
Prior to this Modification	US \$48,915	US \$48,915
Change	US \$36,686	US \$36,686
Modified Total	US \$85,601	US \$85,601

Period of Performance	Start Date	End Date
Prior to this Modification	April 1, 2024	November 30, 2024
As Modified	UNCHANGED	NOVEMBER 30, 2025

Upon execution of this Modification, FHI 360 and the Grantee are subject to the terms and conditions of the original Grant as amended by this Modification, prior Modifications and any attachments to the Modification(s). **Grantee should return one (1) fully executed copy of this Modification to the Grant Monitor.**

Authorized by and accepted for  
Family Health International by:  
Signed by: 11/26/2024  
  
Signature 059BF6E23D9845B... Date  
Dominika Cadotte  
Name  
Contracts and Grants Officer  
Title

Authorized by and accepted for  
Grantee by:  
Signed by: 11/14/2024 | 7:12 PM  
  
Signature 4C9D2E27470A474... Date  
Grant Colfax, MD  
Name (type or print)  
Director of Health  
Title

DocuSigned by:  
  
6D6CB58424584B1...  
Approved as to form, David Chiu, City Attorney  
By: Henry L. Lifton, Deputy City Attorney

11/14/2024 | 9:45 AM PST

## SUMMARY OF MODIFICATION

The purpose of this modification is to:

- Modify the Period of Performance End Date to November 30, 2025.
- Increase the obligation by US \$36,686 for a new total obligation of US \$85,601 through November 30, 2025.
- Increase the Total Estimated Award by US \$36,686 for a new Total Estimated Award amount of US \$85,601 through November 30, 2025.
- Replace contract information for Article #10 for FHI 360 Terms and Conditions Contracts Points of Contact and FHI 360 Grant Officer.
- Revise language for Attachment D FHI 360 Terms and Conditions Section 4 Standards of Ethics and Business Conduct Introduction, 4.1 Combating Trafficking in Persons, 4.2 Safeguarding of Children in FHI 360 Programs, and 4.3 Protecting Program Participants from Sexual Exploitation and Abuse (SEA), 4.4 Violence Within the Work Environment (to add FHI 360 Policy Number), 4.5 Harassment-Free Work Environment (to add FHI 360 Policy Number, and 4.6 Dealing with Governments or Officials, Compliance with Foreign Corrupt Practices (to add FHI 360 Policy Number).
- Revise Attachment D FHI 360 Terms and Conditions Section 6 Research Integrity and Misconduct to insert language for FHI 360 Compliance office website.

## MODIFICATION DETAILS

1. **Cover Page:** The period of performance end date is extended to November 30, 2025.

2. **Article 2 Type of Grant** is deleted in its entirety and revised as follows:

### ARTICLE 2. TYPE OF GRANT

This is a Standard Grant that provides the following:

- (a) **TOTAL ESTIMATED AMOUNT.** The total estimated value of this Grant is US \$85,601. The Grantee agrees to use its best efforts to implement the program within the total estimated budget in *Attachment B, Budget*.
- (b) **TOTAL OBLIGATED AMOUNT.** This Grant will be incrementally funded by FHI 360. The total obligated funding for this Grant is US \$85,601 through November 30, 2025. FHI 360 will not reimburse the Grantee for expenses greater than the total obligated amount or for costs incurred outside of the period of performance of this Grant. Changes to obligated funding will be in writing as a modification to this Grant.

3. **ARTICLE #10 FHI 360 Terms and Conditions** is deleted in its entirety and replaced with the following:

### ARTICLE 10. FHI 360 GRANT TERMS AND CONDITIONS

The Grant Terms and Conditions governing this Grant are set forth in **Attachment D**, FHI 360 Grant Terms and Conditions and are hereby incorporated into this Grant by reference.

### FHI 360 Contracts Point of Contact

The FHI 360 Contracts Specialist Point of Contact for this award is:

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CMS Updated November 2023  
HPTN 113 Leadership  
SFDPH Buchbinder  
Modification 01

Caroline Magoc  
 Contracts Specialist  
 Contract Management Services  
 FHI 360  
 359 Blackwell St., Ste 200  
 Durham, NC 27701  
[CMagoc@fhi360.org](mailto:CMagoc@fhi360.org)  
 919-321-3345

4. **Attachment B, Budget**, is deleted in its entirety and replaced with the revised Attachment B, Budget.
5. **Attachment C, Subrecipient Financial Report**, is deleted in its entirety and replaced with the revised Attachment C, Subrecipient Financial Report.

#### **Attachment D, FHI 360 Grant Terms and Conditions**

6. **Section 4 Standards of Ethics and Business Conduct** introductory paragraph, **4.1 Combating Trafficking in Persons**, **4.2 Safeguarding of Children in FHI 360 Programs**, and **4.3 Protecting Program Participants from Sexual Exploitation and Abuse (SEA)**, **4.4 Violence Within the Work Environment** (to add FHI 360 Policy Number), **4.5 Harassment-Free Work Environment** (to add FHI 360 Policy Number, and **4.6 Dealing with Governments or Officials**; Compliance with Foreign Corrupt Practices (to add FHI 360 Policy Number) are deleted in their entirety and replaced with the following:

#### **4. STANDARDS OF ETHICS AND BUSINESS CONDUCT**

The Grantee acknowledges and accepts FHI 360's emphasis on the importance of accountability to those who benefit from FHI 360's work, and the parties' mutual accountability to those who benefit from FHI 360's work, and the parties' mutual accountability to each other, to project collaborators, and to our sponsors. The Grantee confirms its accountability to participants in FHI 360 programs, children, any vulnerable populations and to all others whom its programs are intended to serve.

For the entirety of Section 4, Grantee personnel means any employees, consultants, volunteers, and agents of the Grantee.

**4.1 Combating Trafficking in Persons:** FHI 360 requires that the Grantee uphold the principles of FHI 360's Combating Trafficking in Persons policy (POL 01029) located on the FHI 360 Compliance Office website at <https://www.fhi360.org/about-us/compliance-office>. Grantee and Grantee personnel must refrain from and take steps to prevent any conduct that violates the policy. Grantee or Grantee personnel who witness conduct prohibited by the policy or who identify that Grantee personnel have engaged in such conduct should promptly report the conduct orally or in writing within 24 hours (or as soon as possible under the circumstances) to the FHI 360 Office of Compliance and Internal Audit (OCIA) by **one** of the following means: (1) via email at [Compliance@fhi360.org](mailto:Compliance@fhi360.org); (2) via OCIA's Ethics and Compliance Hotline: 1-800-461-9330 in the U.S.; +1-720-514-4400 outside the U.S.; Skype: +1-800-461-9300; or Country-specific hotline numbers listed on FHI 360's reporting website; or (3) via OCIA's anonymous reporting website (<http://www.fhi360.org/anonreportregistry>). FHI 360 requires the Grantee and Grantee personnel to cooperate fully with investigations of policy violations and provide truthful information to investigators. In addition, Grantee must comply with any funder requirements incorporated into this grantee. Failure to comply



with this provision, including the failure to report or forward reports of suspected trafficking related activity, may result in immediate termination of this Grant and/or other remedial action.

**4.2 Safeguarding of Children in FHI 360 Programs:** Grantee must uphold the principles of the FHI 360 Safeguarding of Children policy (POL 01030) located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office>) to prevent abuse, neglect, and exploitation of children by the Grantee and Grantee personnel. Grant Grantee Personnel are prohibited from engaging in child abuse, exploitation, or neglect in its programs and activities, including without limitation, physical abuse; emotional ill-treatment; neglect or insufficient supervision; sexual abuse; exploitation through prostitution or production of pornographic materials; trafficking; or commercial, transaction or labor exploitation resulting in actual or potential harm to the child's health, well-being, survival, development or dignity. Grantee Personnel who witness conduct prohibited by this policy or who identify that Grantee Personnel have engaged in any such conduct must promptly report the conduct, ideally within 24 hours, or as soon as possible under the circumstances, either orally or in writing, to the FHI 360 OCIA by **one** of the following means: FHI 360 Office of Compliance and Internal Audit (OCIA) via email at [Compliance@fhi360.org](mailto:Compliance@fhi360.org); FHI 360 OCIA's Ethics and Compliance Hotline: 1-800-461-9330 in the U.S.; +1-720-514-4400 outside the U.S.; Skype:+1-800-461-9300; Country-specific hotline numbers listed on FHI 360's reporting website; or FHI 360's OCIA's reporting website either with your name or anonymously (<http://www.fhi360.org/anonreportregistry>). FHI 360 requires that the Grantee cooperate fully with investigations and provide truthful information to investigators. In addition, the Grantee must comply with any funder requirements incorporated into this Grant. Failure to comply with this provision may result in termination of this Grant.

**4.3 Protecting Program Participants from Sexual Exploitation and Abuse (SEA):** The Grantee must uphold the principles of FHI 360's policy on Protecting Program Participants from Sexual Exploitation and Abuse (POL 01032), located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office>), to prevent Sexual Exploitation and Abuse by its personnel. The Grantee and Grantee Personnel are prohibited from committing any form of sexual exploitation or abuse of any adults or children who are served by FHI 360 programs or encounter Grantee Personnel engaged in activities under this Grant ("Program Participants"). Sexual exploitation means any actual or attempted abuse of Program Participants that takes advantage of their position of vulnerability or trust for sexual purpose. Sexual abuse means any actual or threatened physical intrusion of a sexual nature by force or under unequal or coercive conditions. The Grantee must take steps to develop a culture that does not tolerate SEA and to prevent, detect, and/or stop any SEA by Grantee Personnel. The Grantee or Grantee Personnel who witness conduct prohibited by FHI 360's policy on Protecting Program Participants from Sexual Exploitation and Abuse, or who identify that Grantee Personnel have engaged in any such conduct, must promptly report the conduct, ideally within 24 hours or as soon as possible under the circumstances, either orally or in writing to the FHI 360 OCIA by one of the following means: FHI 360 Office of Compliance and Internal Audit (OCIA) via email at [Compliance@fhi30.org](mailto:Compliance@fhi30.org); FHI 360 OCIA's Ethics and Compliance Hotline: 1-800-461-9330 in the U.S.; +1-720-514-4400 outside the U.S.; Skype: +18--=461=9300; or Country specific hotline numbers listed on FHI 360's reporting website either with your name or anonymously (<http://www.fhi360.org/anonreportregistry>). In addition, the Grantee is required to comply fully with any funder requirements incorporated into this Grant. Failure to comply with this provision may result in termination of this Grant.

**4.4 Violence Within the Work Environment:** The Grantee must uphold the principles of FHI 360's Violence-Free Workplace policy (POL 03041) located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office>) and take steps to prohibit and prevent any form of violence or threats of violence in the work environment, by or against any Grantee Personnel while on the Grantee's premises or work locations of the Grantee, at any events sponsored by the Grantee or while engaged in the performance of employment duties for Grantee whether on or off the Grantee's premises. The Grantee's

policy must prohibit Grantee Personnel from perpetrating any form of violence or threats of violence against any staff or any Grantee partner, Grantee, or client; program participants; or anyone else with whom they interact in work-related situations.

**4.5 Harassment-Free Work Environment:** Grantee must uphold the principles of FHI 360's Harassment-Free Work Environment policy (POL 03029) located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office>) and take steps to prohibit and prevent Grantee Personnel are prohibited from engaging in any form of harassment in the workplace or work-related situations based on: race, color, ethnic or national origin, religion, age, sex, sexual orientation, gender identity, or perceived adherence to socially defined norms of masculinity and femininity, medical conditions, pregnancy, childbirth, and breastfeeding, nationality or citizenship, physical or mental disability, genetic information or characteristics (or those of a family member), protected U.S. military or U.S. veteran status, status as a victim of domestic violence, sexual assault or stalking, and/or any other class, status, or characteristic protected by local law. The Grantee must strictly prohibit Grantee Personnel from harassing any Grantee Personnel, employees of any Grantee partner, Grantee, or client; program participants; or anyone else with whom the Grantee Personnel interact in work-related situations.

**4.6 Dealing with Governments or Officials; Compliance with Foreign Corrupt Practices Act:** The Grantee acknowledges that FHI 360 corporate policy (POL 01015) located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office> requires that FHI 360's activities be conducted within the letter and spirit of the law. The Grantee, including any of its affiliates and their respective employees, agents officers, or other members of its management will not make any payment, either directly or indirectly, of money or other assets to government or political party officials, candidates for public office, or representatives of other businesses or persons acting on behalf of any of the foregoing (referred to collectively as "officials") where such payment would constitute a violation of any law. In addition, regardless of legality, the Grantee will make no payment either directly or indirectly to officials if such payment is for the purpose of influencing decisions or actions with respect to the subject matter of this Grant or any other aspect of FHI 360's operations.

**7. Section 6 Research Integrity and Misconduct is deleted in its entirety and replaced with the following:**

**6. RESEARCH INTEGRITY AND MISCONDUCT**

FHI 360 requires that research is conducted with the highest standards of integrity and ethical behavior regardless of the funding source or type of research. FHI 360 employees and related personnel have a personal responsibility for implementing FHI 360's Research Integrity and Misconduct policy located on the FHI 360 Compliance office website at <https://www.fhi360.org/about-us/compliance-office>). The policy requires anyone having reason to believe that a person has engaged in research misconduct to report his/her concern of possible research misconduct to the FHI 360 Research Integrity Officer (RIO). When research is supported by the Public Health Service (PHS), National Science Foundation (NSF) and other Federal Agencies FHI 360 complies with special reporting requirements found in PHS Policies on Research Misconduct – 42 CFR Part 93 and NSF regulations at 45 CFR 689. FHI 360 subawardees and subcontractors are responsible for handling research misconduct in compliance with applicable federal regulations, local laws and agreement terms and conditions. In addition, FHI 360 subawardees and subcontractors are expected to inquire into, and if necessary, investigate and resolve promptly and fairly all instances of alleged research misconduct related to the subaward or subcontract, such review to comply with applicable federal regulations, local laws, and agreement terms and conditions. For determinations of research misconduct while engaged in FHI 360 research activities, subawardees and subcontractors are required to provide a report to the RIO that details the facts and analysis that supports the conclusion,

identifies the type of research misconduct, describes any mitigating steps and/or administrative and disciplinary actions taken, list all individuals and/or organizations notified, includes any supporting documentation of the misconduct, and provides any other relevant information pertinent to the investigation. At the discretion of the RIO, the RIO may take custody of all research records and evidence to meet any applicable legal and/or regulatory requirements.

**All other terms and conditions remain unchanged and in effect.**

## **ATTACHMENTS**

- B. Budget
- C. Subrecipient Financial Report



## ATTACHMENT B BUDGET



<b>Subawardee:</b>	<u>City and County of San Francisco</u>	<b>Start Date:</b>	<u>4/1/2024</u>
<b>PO#</b>	<u>PO24002400</u>	<b>End Date:</b>	<u>11/30/2025</u>
<b>Subaward title:</b>	<u>HPTN 113 Leadership (Buchbinder)</u>		

	Previous Funding Period Obligation	Current Funding Period Obligation	Total Obligation	Total Life of Project
	Apr 1 2024 - Nov 30 2024	Dec 1 2024 - Nov 30 2024	Apr 1 2024 - Nov 30 2025	Apr 1 2024 - Nov 30 2025
	Amount	Amount	Amount	Amount
	USD	USD	USD	USD
1. SALARIES	29,587	22,190	51,777	51,777
2. FRINGE BENEFITS	10,356	7,767	18,123	18,123
3. CONSULTANTS	-		-	-
4. EQUIPMENT	-		-	-
5. TRAVEL/TRANSPORTATION	-		-	-
6. SUBAWARDS	-		-	-
7. OTHER DIRECT COSTS	-		-	-
8. INDIRECT COST/G&A	8,972	6,729	15,701	15,701
<b>TOTAL PROJECT COSTS</b>	<b>48,915</b>	<b>36,686</b>	<b>85,601</b>	<b>85,601</b>





PO No.	PO24002400	Reporting Period	
Subaward Start Date	4/1/2024	Today's Date	[date]
Subaward End Date	11/30/2024	Currency:	USD
Subawardee Name	City and County of San Francisco		
Subaward Title:	HPTN 113 Leadership (Buchbinder)		





## SUBAWARDEE FINANCIAL REPORT (SFR)

The Subawardee Financial Report must be submitted to FHI 360 in accordance with the terms and conditions of the Grant. All amounts must be entered in the same currency and in accordance with the terms and conditions of the Grant.

**Note:** if using the electronic version of this report, input should be entered into the shaded areas. Other areas are calculations.

### **HEADER SECTION**

Submit Reports to:	Enter the name and FHI 360 office & city where the report is submitted.
ID/FCO No.:	Enter the ID/FCO Number shown in the Grant document.
Reporting Period:	Enter the period / dates covered by the report (month and year).
Subaward Start Date:	Enter the start date of the Grant according to the Grant document.
Today's Date:	Enter the day in which the report is completed.
Subaward End Date:	Enter the end date of the project based on the Grant or latest amendment / modification.
Currency:	Enter the type of currency used to report all financial information. This currency should be in accordance with the terms and conditions of the Grant.
Subawardee Name:	Enter the Grantee name as shown in the Grant document.
Project Title:	Enter the project name as shown in the Grant document.
Reporting Cycle:	Indicate the reporting cycle as indicated in the Grant document.

### **I. BUDGET ANALYSIS**

Current Obligations:	Enter the budget amount for each line item reflected on the Summary Budget in the latest Grant document. The budget amount for each line item must be in the currency indicated in the Grant document.
Total Expenses Previously Reported:	Enter the <i>Total Expended to Date</i> amounts in each line item from the previous report.
Expended This Reporting Period:	Enter the amount spent during the period covered by this report into the respective line items.
Total Expended to Date:	Enter the sum of <i>Total Expenses Previously Reported</i> and <i>Expended This Reporting Period</i> .
Obligated Funds Remaining:	Enter the <i>Current Obligation</i> less <i>Total Expended to Date</i> .
Total USD:	Enter the total current obligation in US dollars reflected on the Summary Budget in the latest Grant document.
Subaward Exchange Rate:	Enter the exchange rate used to convert US dollars to the currency used for reporting, if applicable. The rate is for INFORMATIONAL PURPOSES ONLY to show the conversion between the two currencies if applicable. This rate should match the rate on the Summary Budget of the latest Grant document (it is suggested that it be linked to the Summary Budget page if possible).
***Attachments Required	For budget categories marked with an asterisk (*), attach an itemized list of expenditures for the reporting period: Example:



1. **Consultants and professional fees** requires a list of payments made during the period indicating the name of the payee, daily rate, total paid, and a brief description of the services performed.
2. **Procurement** requires a description of the equipment, vendor name, amount paid, and the date of purchase.
3. **Other Direct Costs** requires a schedule of all direct costs associated with project activities that are not allocated to the categories above.
4. **Other** requires a description of other allowable costs in accordance with the Grant document. The type of expense must be specified.

## II. SUMMARY OF FUNDS

Funds Previously Received:	Enter the amount received as of the beginning of the period. This amount should be equal to the Total Funds Received from FHI 360 line on the previous report.
Funds Received this Period:	Enter the amount of all wires or checks received this period. Upon review, FHI 360 Finance will enter the US dollar equivalent amount based on General Ledger information.
Wire/Check No.:	Enter the wire or check number from funds received.
Total Funds Received from FHI 360:	Enter the sum of <i>Funds Previously Received</i> line and the <i>Funds Received this Period</i> line.
Total Amount Expended	Enter the total amount in the <i>Total Expended to Date</i> column above.
Balance on Hand	Enter the differences between the Total Funds Received from FHI 360 and the Total Amount Expended lines. This should equal the total cash on hand at the end of the period. All unspent funds are to be returned to FHI 360 within the period stated in the Grant.
***Attachments Required	A copy of the bank statement and bank reconciliation must be submitted to support the amount stated as the balance on hand.
Interest Earned	Record interest earned if the bank account earns interest. Grantee is allowed to keep \$250 annually to cover administrative expenses
USD Current Obligated Amount	Enter the total current obligation amount in US dollars shown in the Grant or current amendment. This should be the same as the <i>Total USD</i> amount above.
USD Obligation Remaining:	Enter the US Current Obligated Amount less Total Funds Received from FHI 360 (US
Total USD Obligation Less USD Sent as of this Rpt:	dollars).

**Note: FHI 360 Finance will enter amounts in US dollars based on FHI 360's General Ledger. This information will be communicated to the Grantee periodically to compare against the US dollar amount in the Grant as the US dollar amount prevails in a majority of the Grants. The current bank rate should be used when converting the balance on hand to estimated US dollar equivalent.**

## III. CERTIFICATION AND APPROVALS

Certification and approval:	This report must be certified and signed by the Grantee's Authorized Official and approved by FHI 360's Technical/Program Monitor.
Review:	In addition to being approved by FHI 360's Technical/Program Monitor, this report must also be reviewed by the FHI 360 Finance department.



### Certificate Of Completion

Envelope Id: E8159D7C2E414F019EA1250FDA2B4F7B

Status: Completed

Subject: Complete with Docusign: PO24002400 HPTN 113 Leadership Buchbinder SFDPH Mod 1\_PE.pdf

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Document Pages: 10

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Dominika Cadotte

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Durham, NC 27701

dcadotte@fhi360.org

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11/26/2024 4:25:32 AM

dcadotte@fhi360.org

### Signer Events

### Signature

### Timestamp

Dominika Cadotte

dcadotte@fhi360.org

Contracts and Grants Officer

FHI 360

Security Level: Email, Account Authentication  
(None)

Signed by:

*Dominika Cadotte*

DD9BF6E23D9845B...

Signature Adoption: Pre-selected Style

Using IP Address: 155.190.22.3

Sent: 11/26/2024 4:25:40 AM

Viewed: 11/26/2024 4:25:46 AM

Signed: 11/26/2024 4:26:09 AM

Freeform Signing

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent

Hashed/Encrypted

11/26/2024 4:25:40 AM

Certified Delivered

Security Checked

11/26/2024 4:25:46 AM

Signing Complete

Security Checked

11/26/2024 4:26:09 AM

Completed

Security Checked

11/26/2024 4:26:09 AM

### Payment Events

### Status

### Timestamps