

File No. 110128

Committee Item No. \_\_\_\_\_  
Board Item No. 33

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date February 8, 2011

Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/> | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/> | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ethics Form 126                              |
| <input type="checkbox"/> | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Public Correspondence                        |

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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Completed by: Andrea Ausberry Date February 3, 2011

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.

1 [Accept and Expend Grant - Integrating I-Tech International AIDS Education and Training  
2 Center - \$20,682]

3  
4 **Resolution authorizing the Department of Public Health to retroactively accept and**  
5 **expend a grant in the amount of \$20,682 from the University of California San**  
6 **Francisco to participate in a program entitled "Integrating I-Tech International AIDS**  
7 **Education and Training Center" for the period of April 1, 2010, through March 31, 2011.**

8  
9 WHEREAS, UCSF is the recipient of a grant award from the University of Washington  
10 supporting the Integrating I-Tech International AIDS Education and Training Center; and,

11 WHEREAS, With a portion of these funds, UCSF has subcontracted with DPH in the  
12 amount of \$20,682 for the period of April 1, 2010, through March 31, 2011; and,

13 WHEREAS, As a condition of receiving the grant funds, UCSF requires the City to  
14 enter into an agreement (the "Agreement"), a copy of which is on file with the Clerk of the  
15 Board of Supervisors in File No. 110128; which is hereby declared to be a part of this  
16 resolution as if set forth fully herein; and,

17 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH  
18 for two existing positions, one Senior Physician Specialist (Job Class 2232) at .05 FTE, and  
19 one Manager I (Job Class 0922) at .05 FTE, for the period of April 1, 2010, through March 31,  
20 2011; and,

21 WHEREAS, A request for retroactive approval is being sought because DPH did not  
22 receive notification of the contract until December 13, 2010, for a project start date of April 1,  
23 2010; and,

24 WHEREAS, The budget includes a provision for indirect costs in the amount of \$2,216;  
25 now, therefore, be it

1 RESOLVED, That DPH is hereby authorized to accept and expend a grant retroactively  
2 in the amount of \$20,682 from UCSF; and, be it

3 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
4 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,  
5 be it

6 FURTHER RESOLVED; That the Director of Health is authorized to enter into the  
7 agreement on behalf of the City.

8  
9 RECOMMENDED:

10 Signature on file

11 \_\_\_\_\_  
12 Barbara Garcia, MPA  
13 Director of Health

APPROVED:

Signature on file

\_\_\_\_\_  
Office of the Mayor

Signature on file

\_\_\_\_\_  
Office of the Controller





Edwin Lee  
Mayor

Barbara Garcia, MPA  
Director of Health

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Barbara Garcia, MPA  
Director of Health

**DATE:** January 12, 2011

**SUBJECT:** Grant Accept and Expend

**GRANT TITLE:** Integrating I-Tech International AIDS Education and Training Center - \$20,682

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted. Asked to participate in the project.
- Agreement / Award Letter
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Office of Quality Management for Community Programs, 1380 Howard St.

Certified copy required Yes

No

File Number: 110128  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Integrating I-Tech International AIDS Education and Training Center

2. Department: Department of Public Health  
AIDS Office  
HIV Epidemiology Section

3. Contact Person: Henry Fisher Raymond Telephone: 554-9093

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$20,682

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: United States Department of Health and Human Services, Health Resources and Services Administration

b. Grant Pass-Through Agency (if applicable): University of Washington to The Regents of the University of California

8. Proposed Grant Project Summary: THE HIV/AIDS Statistics and Epidemiology section of the AIDS office is responsible for providing training to in-county partner in Vietnam around most-at-risk populations (MARPs) size estimations, sampling methods & data collection populations.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 04/01/2010 End-Date: 03/31/2011

10a. Amount budgeted for contractual services: No

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

11a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$2,216

b2. How was the amount calculated? 12% of modified direct costs

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to April 1, 2010. The Department received the subcontract agreement on December 13, 2010.

Grant Code is: HCAO36/10

**\*\*Disability Access Checklist\*\*\***

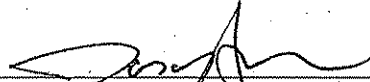
13. This Grant is intended for activities at (check all that apply):

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s)       |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |  |

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: \_\_\_\_\_

  
Jason Hashimoto

Date Reviewed: \_\_\_\_\_

1/14/11

Department Approval: \_\_\_\_\_

  
Barbara Garcia, MPA

Director of Public Health

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
 AIDS Office - HIV Epidemiology Section  
 I-Tech International AIDS Education and Training Center  
 04/01/2010 - 03/31/2011

Dept/Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
 Index Code: HCPD/HIVSVGR  
 Grant Code: HCAO36  
 Grant Detail: 1000

CATEGORY/LINE ITEM	Annual Salary	25.80% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1. Sr. Physician Specialist 2232 7 W. McFarland	183,082	49,089	232,161	5%	0.05	15,258	12.00	9,155	2,453	11,608	
2. Manager I 0922 2 H. Raymond Health Program Coordinator III 2593 5 H. Raymond	104,113	27,902	132,015	5%	0.05	8,676	12.00	5,206	1,352	6,858	
3. COLA 4%	90,818	24,339	115,157	5%	0.05	7,566	0.00	0	0	0	
4. STEP increases 5%								0	0	0	
<b>TOTAL SALARYFRINGE</b>		101,310	479,333			0.15		14,360	4,106	18,466	
		00101 SALARIES	14,360								
		00103 FRNG BN	4,106								
		<b>SUB TOTAL</b>	<b>18,466</b>								

**TOTAL DIRECT COST**

**BUDGET SUMMARY**

A. SALARIES	14,360	FTE = 0.15
B. MANDATORY FRINGE	4,106	
C. TRAVEL	0	
D. EQUIPMENT	0	
E. MATERIALS AND SUPPLIES	0	
F. CONTRACT / MOU	0	
G. OTHER	0	
<b>DIRECT COSTS</b>	<b>18,466</b>	
H. INDIRECT COST (12% of total modified direct costs)	2,216	
<b>TOTAL BUDGET</b>	<b>20,682</b>	
<b>AWARD</b>	<b>20,682</b>	
<b>SURPL/(DEFICIT)</b>	<b>0</b>	



San Francisco Department of Public Health (SFPDH)  
 AIDS Office  
 HIV Epidemiology Section

I-Tech International AIDS Education and Training Center

**BUDGET JUSTIFICATION**  
 (April 1, 2010 – March 31, 2011)

<b>A.</b>	<b>PERSONNEL</b>		
<b>B.</b>	<b>MANDATORY FRINGE</b>		
1.	0.05 2232 – Sr. Physician Specialist: Willi McFarland		
	Twelve Month Salary	\$9,155	
	Mandatory Fringe Benefits (@ 26.80%) = \$2,453		\$11,608
2.	0.05 0922 – Manager I: Henry Fisher Raymond		
	Twelve Month Salary	\$5,206	
	Mandatory Fringe Benefits (@ 26.80%) = \$1,652		\$6,858

Both employees will provide training in-country partners in Vietnam around most-at-risk population (MARPs) size estimations, sampling methods & data collection.

	Total Salaries		\$14,360
	Total Fringe		\$4,106
	<b>TOTAL PERSONNEL:</b>		<b>\$18,466</b>
<b>C.</b>	<b>TRAVEL</b>		<b>\$0</b>
<b>D.</b>	<b>EQUIPMENT</b>		<b>\$0</b>
<b>E.</b>	<b>SUPPLIES</b>		<b>\$0</b>
<b>F.</b>	<b>CONTRACTUAL</b>		<b>\$0</b>
<b>G.</b>	<b>OTHER</b>		<b>\$0</b>
	<b>TOTAL DIRECT COSTS</b>		<b>\$18,466</b>
<b>H.</b>	<b>INDIRECT COSTS (12% of total modified direct costs)</b>		<b>\$2,216</b>
	<b>TOTAL BUDGET:</b>		<b>\$20,682</b>

**Subaward 6425sc**  
**between**  
**The Regents of the University of California**  
**and**  
**San Francisco Department of Public Health**  
**CFDA Number: 93.145**  
**Prime Subcontract Number: 694958**  
**DPA / Fund Numbers: 405802 / 83068**

This Agreement ("Agreement") is executed by and between The Regents of the University of California, San Francisco, a corporation of the State of California ("University") and San Francisco Department of Public Health ("Subcontractor").

WHEREAS, University is the recipient of Prime Subcontract No. 694958 ("Award") from the University of Washington ("Agency") which was awarded Cooperative Agreement, No. U91 HA06801 from United States Department of Health and Human Services, Health Resources and Services Administration for the conduct of a program titled "I-TECH International AIDS Education and Training Center", and

WHEREAS it is considered in the best interests of Agency and University for Subcontractor to participate in this project;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, University and Subcontractor agree to a cost-reimbursement agreement under this Award.

**Article I - Scope of Work**

The Subcontractor shall perform those tasks described in Attachment A - Scope of Work - in conformity with the terms and conditions of the Award, which is included herein as Attachment D. Attachments A and D are incorporated by reference.

**Article II - Principal Investigators**

Dr. George Rutherford is the Principal Investigator designated for University. Any significant changes in the performance of this Agreement, as outlined in Subcontractor's proposal and Scope of Work, require authorization by the University's Principal Investigator.

Subcontractor designates Dr. William McFarland as Subcontractor's Project Director who is responsible for the technical and administrative conduct of the project covered by this Agreement, as follows:

- (1) Supervising the progress of work as described in this Agreement and its attachments, including surveillance and assessment of performance.
- (2) Interpreting the Scope of Work.
- (3) Performing evaluation of progress against goals and objectives, and producing required reports.
- (4) Administering this Agreement and any subcontracts issued hereunder in accordance with the applicable federal, state, and University policies, regulations, laws, and requirements.

For purposes of this Agreement, the Project Director is designated as Key Personnel. In the event that a change in Subcontractor's Project Director is necessary, University must be notified in writing immediately and University has the right to approve any Subcontractor Project Director.

**Article III - Term**

The term of this Agreement shall begin on 4/1/2010 ("Commencement Date") and shall not extend beyond 3/31/2011 ("Termination Date") unless agreed to in writing by both parties and permitted by the granting agency. Subcontractor will submit a continuation application to University in the form and time designated by University if continuation is intended beyond the above referenced termination date.

#### Article IV- Compensation

For the performance of this Agreement, University shall pay Subcontractor the cost thereof determined by University to be allowable in accordance with:

(1) The Budget, attached hereto as Attachment B and incorporated by reference. The total amount available to Subcontractor for the period reflected in Article III is \$20,682.00. This amount shall not be exceeded nor shall any portion be carried forward to future years without the University Principal Investigator's authorization and subsequent formal amendment of this Agreement.

(2) The cost principles applicable to Subcontractor's type of organization:

- OMB Circular A-21: Institutions of Higher Education
- OMB Circular A-87: State, Local and Federally Recognized Indian Tribal Governments
- OMB Circular A-122: Nonprofit Organizations
- 45 CFR 74, Appendix E: Hospitals
- 45 CFR Subpart 31.2: For-Profit (commercial) Organizations

For a subcontractor under OMB Circular A-21 (unless the rate in effect at the time of award was provisional), the indirect cost rate (or rates) included in the attached budget is fixed for the life of the subcontract at the approved federally negotiated rate (or rates) in place at the time of award.

For a subcontractor not subject to OMB Circular A-21, if the negotiated facilities and administration ("F&A") cost rate of the Subcontractor changes during the period of this Agreement, then the first invoice that uses the new indirect cost rate shall include a copy of the newly negotiated F&A cost agreement and that rate shall become the new indirect cost rate for this Agreement. Indirect cost rates may be subject to upward or downward adjustment, depending on the type of rate negotiated, although the total amount of this subcontract award shall remain fixed.

The most economical mode of travel should be utilized considering the following:

(1) Travel costs claimed shall not exceed amounts prescribed by and allowable under the Subcontractor's travel regulations. No foreign or out-of-state travel shall be allowed under this Agreement without prior written approval of the Principal Investigator. Note: Prior approval for attendance of specified project meetings may have been granted as part of the budget for this Amendment.

(2) All travel expense vouchers shall be supported by a signed statement describing the purpose of the travel.

The services of any consultant or lecturer utilized under this Agreement shall not exceed ten (10) days in any contract year without prior approval of the Principal Investigator. Good faith efforts are required to include a representative number of women and minorities when consultants or lecturer are selected under this Agreement.

#### Article V - General Regulations

Incorporated into this Agreement by reference, with the same force and effect as if set forth in full text, are all of the terms and conditions of the Award (Attachment D) and all provisions of the Public Health Service ("PHS") Grants Policy Statement (Rev.) April 1, 1994 including addenda in effect as of the beginning date of the budget period, modified appropriately to reflect the circumstances of the contractual relationship created by this Agreement between the University and the Subcontractor.

Incorporated into this Agreement by reference, with the same force and effect as if set forth in full text, are all of the provisions of 45 CFR 74, DHHS General Administration, Administration of Grants.

The information from this Project will be used within the DHHS and may be disclosed outside DHHS as permitted by the Privacy Act of 1974 (5 USC 552a) and the associated Privacy Act Regulations of 45 CFR Part 5b.

#### **Article VI - Modification Requests and Rebudgeting**

Subcontractor may rebudget funds awarded for direct costs to meet unanticipated needs in unrestricted categories; however, all requests for rebudgeting requiring HRSA prior approval and all requests for carryforward shall be submitted to University's Principal Investigator for review and submission to University's Contracts and Grants Officer for a formal amendment to this Agreement.

#### **Article VII - Method of Payment, Financial Report Requirements**

Subcontractor shall submit invoices for the allowable costs incurred in the performance of the work hereunder to University on a monthly basis with a copy of the ledgers corresponding to the costs covered by the invoices. Subcontractor invoices shall be in the format shown in Attachment C, attached hereto and incorporated by reference. Subcontractor invoices shall include reference to the Subaward, DPA, and Fund numbers and will be sent to the attention of:

University of California  
Accounting Office - Accounts Payable  
Attn: Subcontracts Desk  
Box 0812  
San Francisco, CA 94143-0812  
Subcontract@ucsf.edu

Substantiating documents such as travel receipts, purchase orders, time records, and so forth, shall be retained as provided in Article XVII and the Subcontractor is expected to keep an accurate accounting of all costs incurred in the performance of this Agreement. All costs incurred under this Agreement must be based on actual costs. Final payment will be made only upon receipt of a progress report and a report of expenditures for the budget period as provided in this Agreement.

The final invoice, clearly marked **final**, shall be submitted within forty five (45) days after the term indicated in Article III and shall include only those charges incurred during the referenced term. Funds not expended during this term will revert to University unless prior written approval has been obtained for carry forward. If the final invoice cannot be submitted within such 45-day period, Subcontractor shall notify University's Extramural Funds Section of the Accounting Office in writing within the 45-day period, indicating the reason for the delay; otherwise, funds will not be available to Subcontractor.

#### **Article VIII - Progress Reporting Requirements**

Interim progress reports are required if continuation is intended beyond the Termination Date and shall be submitted to the University within thirty (30) days of the Termination Date of this Agreement. Terminal progress reports must be submitted to University within ninety (90) days after the Termination Date of this Agreement. The report should include a summary statement of progress toward the achievement of the originally stated aims, a list of the positive and negative results which are considered to be significant by the Project Director, and a list of publications resulting from the project with plans (if any) for further publication. All progress reports shall be submitted to University's Principal Investigator.

#### **Article IX - Publication**

Neither party will use the name of the other party or its employees in any advertisement, press release, or other publicity without the prior written approval of the other party. Subcontractor understands that the California Education Code section 92000 provides that the name "University of California" is the property of the State of California and that no person shall use that name without permission of The Regents of the University of California. Such permission may be granted by the Chancellor or his designee. University has the right to acknowledge Subcontractor's participation in and support of the work performed under this Agreement in press releases, scientific publications, and other scientific communications.

Publication of project results shall acknowledge support from the Award made to University from Agency. Four reprints of publications resulting from work performed in whole or part under this Agreement shall be submitted to the University's Principal Investigator.

#### **Article X - Copyrights**

Subcontractor understands that, except as otherwise provided in the conditions of the Award, when publications or similar materials are developed from work supported in whole or in part by this Agreement a copy of such materials and a royalty-free and other fee-free license to use them for educational and research purposes shall be provided to University. Any such copyrighted or copyrightable materials shall be subject to a royalty-free, nonexclusive, and irrevocable license to the Government to reproduce, publish, or otherwise use them and to authorize others to do so for federal government purposes.

#### **Article XI - Patents and Inventions**

Patent rights for Subcontractor shall be in accordance with P.L. 98-620, Patent Rights (Small Business Firms and Nonprofit Organizations), as implemented by 37 CFR Chapter IV, Part 401. Subcontractor shall promptly and fully report directly to PHS all inventions made and reduced to practice under this Agreement. Subcontractor shall submit a copy of the transmittal letter of any such report to University and shall include this Agreement Number along with the transmittal. Within ninety (90) days following expiration or termination of this Agreement Subcontractor shall submit to University a final invention report.

#### **Article XII - Equipment Accountability**

Subcontractor shall utilize sound purchasing and inventory procedures and maintain adequate records to account for the purchase, inventory and disposition of equipment acquired under this Agreement. Title to equipment shall reside with University. Inventories taken as of the last day of performance of this Agreement shall be submitted to the central Office of the Pacific AIDS ETC within thirty (30) days of termination of this Agreement.

#### **Article XIII - Program Income**

Subcontractor will inform University of any income generated under this Agreement. Subcontractor shall remain accountable for such funds pending direction from University on disposition of these funds. Such funds may be used to further the objectives of the legislation under which the Award was made, with the written approval of the Principal Investigator. Subcontractor shall maintain records of the receipts and disposition of Project-related income in the same manner as required for the Project funds that gave rise to the income.

#### **Article XIV - Independent Contractor**

Subcontractor is deemed at all times to be an independent contractor and shall be wholly responsible for the manner in which it performs the services required of it by the terms of this Agreement. Nothing contained herein shall be construed as creating the relationship of employer and employee between University and Subcontractor or its officers, agents, and employees.

#### **Article XV - Indemnification**

Subcontractor shall defend, indemnify, and hold University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Subcontractor, its officers, employees, or agents.

University shall defend, indemnify, and hold Subcontractor, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, employees, or agents.

#### **Article XVI - Early Termination**

Notwithstanding the provisions of Article III above, either party may terminate this Agreement upon thirty (30) days written notification to the other. In the event of such early termination, Subcontractor shall take all reasonable steps to minimize further costs, and shall be entitled to reimbursement for costs and noncancellable obligations incurred prior to the effective date of such early termination, except in no event

shall such reimbursement exceed the amount set forth in Article IV. If the Agreement is terminated early, then Subcontractor shall deliver such information and items completed up to the early termination date to the University, including partially completed plans, drawings, data, documents, surveys, maps, reports and models.

#### **Article XVII - Notices**

Notices required or permitted under this Agreement shall be effective only if given in writing and delivered by personal service, registered mail, or email to:

To University:                    Contracts and Grants Officer  
   Office of Research Administration  
   University of California  
   3333 California Street, Suite 315  
   San Francisco, CA 94143-0962  
   [Regnier.Jurado@ucsf.edu](mailto:Regnier.Jurado@ucsf.edu)

To Subcontractor:                San Francisco Department of Public Health  
   Attention: Sajid Shaikh  
   1380 Howard Street, 4<sup>th</sup> Floor  
   San Francisco, CA 94103  
   [sajid.shaikh@sfdph.org](mailto:sajid.shaikh@sfdph.org)

Either party may change its own mailing address by giving written notice to the other party in the manner specified in this article.

#### **Article XVIII - CPA Certification**

The system of accounting employed by Subcontractor and its subcontractors shall be in accordance with generally accepted accounting principles; and will be applied in a consistent manner so that expenditures can be clearly identified and are sufficient to reflect properly all direct and indirect costs claimed to have been incurred for the performance of this Agreement. The Subcontractor agrees to provide, not later than with the first quarterly billing, a certification from a certified public accountant or an appropriate financial officer that copies of the audited financial statements prepared in accordance with generally accepted accounting principles and any management, reportable condition or internal control letters issued by your auditors be provided to University.

#### **Article XIX - Scientific Integrity**

In accepting this Agreement, Subcontractor certifies that it has filed an assurance with PHS regarding procedures for dealing with and reporting possible misconduct in science. If no assurance has been filed with PHS, Subcontractor agrees to conform to University's policies regarding possible scientific misconduct with respect to the research supported through this Agreement.

#### **Article XX - Objectivity in Research**

Subcontractor hereby assures University that it has implemented a policy on conflict of interest that complies with the PHS regulations on Objectivity in Research, 42 CFR 50, Subpart F. Subcontractor's policy will be made applicable to activities under this award. Prior to Subcontractor's expenditure of any funds under this Award, Subcontractor will report to University the existence of a conflict of interest (but not the nature of the interest or other details) found by Subcontractor and assure that the conflict of interest has been managed, reduced or eliminated in accordance with the PHS regulations. For any interest that Subcontractor identifies as conflicting subsequent to Subcontractor's initial report under this award, the report will be made and the conflicting interest managed, reduced, or eliminated, at least on an interim basis, within sixty (60) days of that identification.

#### **Article XXI - Audit and Records**

A. Financial records, supporting documents and other records pertinent to this Agreement shall be retained by Subcontractor for a period of four (4) years from the date of submission of the final expenditure report, except that records pertaining to audits, appeals, litigation or settlement of claims arising out of performance of this Agreement shall be retained until such audits, appeals, litigation or claims have been disposed of.

B. All research records, including but not limited to original data and primary data-yielding materials, secondarily derived tables and figures, and statistical tabulations and other summaries, pertinent to this Agreement shall be made available to University upon its request and shall be retained by Subcontractor for a period of four (4) years from the termination date of this Agreement, except that records pertaining to any allegation of scientific misconduct or investigation, appeal, administrative proceeding or litigation relating to any charge arising out of the scientific performance of this Agreement shall be retained until three (3) years after the later of the conclusion of the allegation, investigation, appeal, administrative proceeding, litigation or acceptance by PHS of a final report pertaining thereto.

C. Subcontractor acknowledges and agrees that, as part of University's implementation of OMB Circular A-133, University will monitor Subcontractor's performance under this Agreement and, in the event of incomplete performance, University may require Subcontractor to obtain, at Subcontractor's sole expense, an independent audit of costs claimed under this Agreement.

D. If any audit report reflects major shortcomings in Subcontractor's internal control systems, University may impose more stringent prior approval requirements for certain types of expenditures and/or rebudgeting and may require detailed supporting documentation for all claims for reimbursement until University is satisfied that necessary corrective action has been, or will be taken.

E. The Comptroller General of the United States, the U.S. Department of Health and Human Services, the University and any of their duly authorized representatives shall have access at any reasonable time after prior written notification to pertinent books, documents, papers and records of Subcontractor in order to make audits, examinations, excerpts and transcripts. In the event that any payment made to the Subcontractor is determined on the basis of such audits to be unallowable the Subcontractor shall promptly refund the unallowable amount to University upon demand.

#### **Article XXII - Civil Rights and Equal Employment Opportunity**

Subcontractor agrees to comply with Title VI of the Civil Rights Act of 1964 and Executive Order 11246 and have on file with the DHHS an Assurance of Compliance with the Civil Rights Act of 1964 (Form HHS 441).

#### **Article XXIII - Anti-Kickback Act**

The Anti-Kickback Act of 1986 is applicable to this Agreement. In compliance with this act, Subcontractor agrees to cooperate fully with any federal agency investigating a possible violation under this act. Subcontractor agrees to report any violation to the agency inspector general, the head of the agency if the agency does not have an inspector general, or the Department of Justice.

#### **Article XXIV - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**

A. The terms "covered transaction," "debarred," "suspended," "participant," "person," "primary-covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this article have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

B. Subcontractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

C. The certification in this article is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that Subcontractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

D. Subcontractor shall provide immediate written notice to University if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

E. Subcontractor shall not knowingly enter into any lower tier-covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. Subcontractor further agrees that it will include this provision titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier-covered Transaction", without modification, in all lower tier transactions and in all solicitations for lower tier transactions.

F. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier-covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals.

G. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this article. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

#### **Article XXV - Certification Regarding Lobbying**

Subcontractor certifies that:

A. No federally appropriated funds have been paid or will be paid, by or on behalf of Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract or subcontract, 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, subcontract, grant, loan, or cooperative agreement.

B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, subcontract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," to the University.

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

#### **Article XXVI - Governing Law**

This agreement is governed by applicable federal laws and the laws of the State of California.

#### **Article XXVII - Entire Agreement**

This Agreement states the entire contract between the parties with respect to the subject matter of this Agreement and supersedes any previous or contemporaneous written or oral representations, statements, negotiations or agreements. Subcontractor acknowledges that it has not been induced to enter into this Agreement by any oral or written statements or representations not expressly provided in this Agreement.

#### **Article XXVIII - Nepotism**

Subcontractor ensures that it either has policies and procedures in place that address issues of nepotism and favoritism for immediate family members and friends as they relate to this Agreement.



**Article XXIX - Signatory**

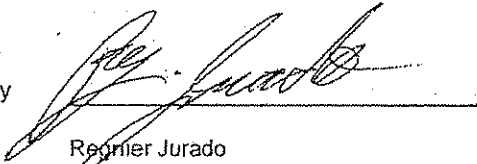
Subcontractor warrants that the signatory has the authority to execute this Agreement on behalf of Subcontractor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the month, day and year specified below.

**The Regents of the University of California**

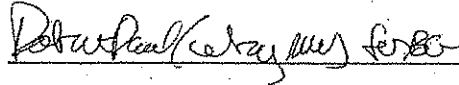
**San Francisco Department of Public Health**

By



Reemier Jurado  
Manager, Subcontracts Team  
Office of Sponsored Research

By



Name: Barbara Garcia  
Title: Deputy Direct of Health

Date

12/10/10

Date

12/14/10

Scope of Work

San Francisco Department of Public Health (SFDPH)  
April 1, 2010 – March 31, 2011

**MARPs Size Estimation**

SFDPH will provide training to in-country partners in Vietnam around most-at-risk populations (MARPs) size estimations, sampling methods & data collection appropriate for different MARPs populations.

**Activities:**

Prepare and conduct a one-week MARPS surveillance course at the Hanoi School of Public Health.

**Staff Allocations:**

Willi McFarland – 5%  
Henry Raymond – 5%

## ATTACHMENT B

San Francisco Department of Public Health Subcontract  
April 1, 2010 - March 31, 2011  
Vietnam

Personnel		Annual Salary	% effort	# mos.	Salary	Benefits	Total
McFarland, Willi	Principal Investigator	\$183,092	5%	12	\$9,155	\$2,453	\$11,608
Raymond, Henry	Program Manager	\$104,113	5%	12	\$5,206	\$1,653	\$6,858

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<b>Total Personnel</b>			10%		\$14,360	\$4,106	\$18,466
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Total Direct Costs							\$18,466
Overhead at 12%							<u>\$2,216</u>
Grand Total							\$20,682

INVOICE

ATTACHMENT C

The Regents of the University of California  
 Controller's Office, Box 0812  
 San Francisco, CA 94143-0812  
 Attn: Accounts Payable/Subcontracts Desk  
 Tel. Nos: 415-476-7907; 415-476-8461; FAX #415-476-6168

Sub Contractor's Name \_\_\_\_\_  
 Sub Contractor's Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Telephone # \_\_\_\_\_

Wire Information: (If to be paid by Wire) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sub Contract No: \_\_\_\_\_  
 Invoice No: \_\_\_\_\_  
 Period Covered: \_\_\_\_\_  
 Date of Invoice: \_\_\_\_\_  
 Final: Yes \_\_\_\_\_ No \_\_\_\_\_

ITEM	BUDGET	CURRENT EXPENSE	CUMULATIVE EXPENSES TO DATE	UNEXPENDED BALANCE
<b>Personnel Costs</b>				
Salaries				
Benefits				
<b>TOTAL PERSONNEL</b>				
<b>Operating Costs</b>				
Consultants				
Equipment				
Supplies				
Travel				
Patient Care				
Alterations/Renovations				
Consortium/Contractual				
Other Expenses				
<b>TOTAL OPERATING</b>				
<b>TOTAL DIRECT COSTS</b>				
Indirect @ _____%				
Base: Personnel, IDC, MTDC				
Other (Circle one)				
<b>TOTAL COSTS</b>				
<b>PROGRAM INCOME*</b>				
<b>TOTAL NET COST</b>				
<b>EXPENSE REQUEST THIS INVOICE</b>				

I certify that all expenditures reported are for appropriate purposes and in accordance with the terms and conditions of the contract.

Invoice form is available in Excel & can be requested by E-mail to:  
 \*suzara@accounting.ucsf.edu  
 \*galloway@accounting.ucsf.edu

Date \_\_\_\_\_ Signature & Title \_\_\_\_\_

PROGRAM INCOME IS ENTERED AS ACREDIT TO OFFSET TOTAL COST

Revised 04/07

UNIVERSITY OF WASHINGTON  
SEATTLE, WASHINGTON 98195

This Agreement (hereinafter "Subcontract") made this 22nd day of June, 2010 by and between the University of Washington, Seattle, Washington 98195, an agency of the State of Washington (hereinafter "University") and the Regents of the University of California, UCSF, Office of Research Administration, 3333 California Street, Suite 315, San Francisco, CA 94143-0962 (hereinafter "Contractor") Witnesseth:

Whereas the University has been awarded HRSA Cooperative Agreement No. 5 U91 HA06801-05, CFDA No 93.145, therefore, in consideration of the mutual premises hereinafter contained, the parties agree that this Subcontract will be performed in accordance with the following conditions:

GENERAL CONDITIONS

I. SCOPE OF WORK

Accomplishment of the work entitled "I-TECH UCSF International AETC" is described in Exhibit A attached hereto and by reference incorporated herein.

II. PERFORMANCE PERIOD

The performance period of the Subcontract will extend from the effective date April 1, 2010, through March 31, 2011 unless amended by written mutual agreement. No expenses will be reimbursed which are incurred prior to the effective date or subsequent to the termination date.

III. ESTIMATED COST AND EXPENDITURE LIMITATION

The University will reimburse the Contractor for actual expenses incurred under the Subcontract but not to exceed \$1,099,774 unless amended by written mutual agreement.

IV. ALLOWABLE COST AND PAYMENT

A. The University will reimburse the Contractor for direct costs and indirect costs (if applicable) incurred in the performance of this Subcontract, provided that:

1. The total of such costs does not exceed the estimated cost as provided in Article III herein;
2. Such costs were allowable by terms of this Subcontract;

3. Such costs are incurred in accordance with Contractor's established policy and procedure; and
  4. The applicable cost principles were followed given the type of organization as follows: (a) OMB Circular A-21, Educational Institutions, (b) OMB Circular A-122 Nonprofit Organizations, (c) Subpart 31.2 of the FAR, Commercial Firms and Nonprofit Organizations exempt from A-122, (d) OMB Circular A-87, State and Local Governments, and (e) 45 CFR 74, Appendix E, Hospitals.
- B. Reimbursement for indirect costs (if applicable) will be at the rate shown in the budget attachment (Exhibit B hereto) and in no event will be greater than the Contractor's approved Federal indirect cost rate.
- C. The Contractor will submit vouchers to the University for reimbursement at least quarterly, but not more often than monthly, in triplicate to the following address:

Payables Administration  
3917 University Way N.E.  
Seattle, WA 98105-1130

In order for the Contractor to receive payment, these vouchers must be in sufficient detail to indicate clearly the nature of all expenses in the format of the budget attachment (Exhibit B hereto), and reference the Subcontract number. Co-mingling of budgets is strictly prohibited unless advance, written University approval is provided by University's Subcontract Manager. The final voucher is due no later than 60 days following termination.

If this Subcontract is from Federal pass through sources, including all amendments thereto, then the final voucher must be signed and marked "Final" by the Contractor with the following statement:

"The Contractor assures to the University that all expenditures were incurred in full compliance with OMB Circular A-133 or its own applicable audit regulations. Disallowed costs if found during the retention period of this Subcontract will be promptly refunded to University."

If, during the retention period of this Subcontract (see Article XIII. Records), a finding or questioned cost is found related directly to this Subcontract, then the Contractor will promptly notify University in order to proceed with resolution of such matter, as may be required by University's prime sponsor or applicable Federal regulations.

V. BUDGET

- A. Unless otherwise provided in Special Conditions (Exhibit C attached hereto), the following types of expenditures require prior approval of the University's Subcontract Manager, Office of Sponsored Programs, or designee:
1. A 25% reduction in time devoted to the project by the Principal Investigator or Project Director.
  2. Transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.
  3. Items of general purpose equipment, e.g., office equipment and furnishings, air conditioning, reproduction equipment, automatic data processing equipment, etc.
  4. Individual items of equipment costing \$5,000 or more. All such items identified in the budget attachment are automatically approved for acquisition. Title to all equipment acquired by the Contractor shall vest in Contractor upon acquisition subject to the right of the University to recall equipment with an acquisition cost of \$5,000 or more up to 120 calendar days after the expiration of the Subcontract.
  5. The subaward, transfer or contracting out of any work except for routine purchase of supplies, materials, equipment or general support services.
- B. In addition to Article V(A), the Contractor may not deviate significantly from the major line items of the budget attachment (Exhibit B hereto) unless specifically approved in advance by the University's Subcontract Manager, Office of Sponsored Programs, or designee.

VI. UNIVERSITY'S PROGRAM DIRECTOR

The University's Program Director is Dr. King Holmes. The Program Director is not authorized to amend or alter this Subcontract. Any such alterations or amendments must be approved by the written mutual agreement of the parties hereto.

VII. CONTRACTOR'S PRINCIPAL INVESTIGATOR

The Contractor's Principal Investigator responsible for conduct of the work contemplated hereunder is Dr. Michael Reyes. No change of Principal Investigator may be made without the prior written approval of the University's Executive Director, Office of Sponsored Programs, or designee.

VIII. TECHNICAL REPORTS

The Contractor must provide to the University's Program Director any interim technical reports concerning the progress of the work that may be requested and a final technical report due within 30 days after the end of the Performance Period.

IX. SAVE HARMLESS

Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), howsoever caused.

X. TERMINATION

If either the University or Contractor determine that termination is in its best interests because of lack of sufficient funds, or other substantial reason, either party may terminate this Subcontract upon 30 calendar days written notice to the other party. In the event of termination, University shall pay Contractor for all reasonable, allocable and allowable costs incurred up to the effective date of termination, not to exceed the total amount of this Subcontract. Upon receipt of formal written notice from one party to the other, the Contractor shall take reasonable and immediate steps to reduce all costs and outstanding obligations under this Subcontract, and shall maintain such documentation for subsequent review by University if requested.

XI. NONDISCRIMINATION

By acceptance of this Subcontract, Contractor agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Age Discrimination Act of 1975, as amended, and the Americans with Disabilities Act of 1990.

XII. CERTIFICATION AND COMPLIANCE

By execution of this Subcontract, Contractor certifies to the University that it is not delinquent on any Federal debt pursuant to OMB Circular A-129, and that it or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency pursuant to government-wide regulations (E.O.s 12549 and 12689). In addition, by execution of this Subcontract, Contractor will comply with the Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended, when the estimated cost of the Subcontract exceeds \$100,000. Violations will be reported to University, the Federal prime awarding agency, and the Regional Office of EPA.

XIII. RECORDS

The Contractor shall maintain acceptable financial management systems during the term of this Subcontract. Such systems shall provide:



1. accurate, current and complete disclosure of the financial activity of this Subcontract;
2. records that identify the source and application of the University's funds;
3. effective control over and accountability for all funds, property and other assets;
4. comparison of actual outlays with budgeted Subcontract amounts;
5. consistency with the applicable federal administrative requirements and cost principles; and
6. accounting records supported by source documentation.

The Contractor's records shall be available to the Federal awarding agency, the Comptroller General of the US, or any of their duly authorized representatives, for the purpose of making audits, examinations, excerpts and transcriptions, if applicable.

In the event this Subcontract is \$500,000 or more using pass through Federal sources, and the Contractor is an organization subject to the uniform administrative requirements of OMB Circulars A-110 or A-102 and arranges for audits that comply with OMB Circular A-133 or equivalent guidelines, the Contractor shall provide one of the following: its most recently completed audit report, its data collection form and reporting package, or a certification statement that there are no findings or questioned costs within the last two fiscal years related to University pass through Federal sources, within 30 days following execution of this Subcontract. Transmittal of this OMB Circular A-133 audit related information should be addressed to the Subcontract Administrator, Office of Sponsored Programs, University of Washington, Box 359472, Seattle, WA 98195-9472.

Other Contractors, such as commercial or for profit entities, may be required to provide University with their most recent audit report or statement on compliance and on internal control prepared by an independent accountant or firm in order for University to meet its requirements to comply with OMB Circular A-133. This audit related information will be due 30 days following execution of the Subcontract. In other certain cases, the Contractor may be required to arrange for a limited scope audit on compliance with the requirements for this Subcontract only. Such an audit prepared by its independent accountant or firm will be due 90 days following termination of the Subcontract. The University will notify these Contractors prior to issuance of the Subcontract if certain audit requirements will be applicable.

In instances of noncompliance with Federal laws and regulations, Contractor shall provide to University within six months of receipt of its audit report or limited scope audit, its plan for corrective action and shall cooperate with University in resolving questions University may have. All such records and reports or statements prepared in accordance with the requirements of OMB Circular A-133 or equivalent guidelines, as appropriate, shall be available for inspection by representatives of University or the government during normal business hours.

Failure to comply with the terms of this paragraph may lead to Subcontract termination in accordance with Article X or other sanctions as noted in OMB Circular A-133.

The financial records of this Subcontract will be retained for a period of three (3) years, with the following qualifications:

- (a) Records related to any audit initiated prior to the expiration of the three-year period shall be retained until the audit findings involving the records have been resolved.
- (b) The retention period starts from the date of the submission of the Contractor's final voucher.

**XIV. FEDERAL, STATE AND LOCAL TAXES**

Except as may be otherwise provided in this Subcontract, the Subcontract price includes all applicable Federal, State and local taxes and duties.

**XIV. DISPUTES**

Except as otherwise provided for in this Subcontract, any dispute not disposed of fully and by mutual consent shall be decided by judicial choice of law rules and procedures jointly agreed upon by University and Contractor.

**SPECIAL CONDITIONS**

The Special Conditions, if any, attached hereto as Exhibit C and by reference incorporated herein, apply to this Subcontract, and in case of any conflict between the General Conditions and the Special Conditions, the latter will prevail.

Approved and Agreed:

UNIVERSITY OF WASHINGTON

CONTRACTOR

By: \_\_\_\_\_

By: \_\_\_\_\_

Michael J Blackwell

John Radkowski

(name)

(name)

Subcontract Manager, OSP

Contracts & Grants Officer

(title)

(title)

EXHIBIT A SCOPE OF WORK

(See Article I)

I. UW I-TECH Senior Director

A. To carry out its obligations pursuant to HRSA Cooperative Agreement No. 5 U91 HA06801-05, CDFA No. 93.145, University of Washington (UW) has an operational unit known as the International Training & Education Center for Health (I-TECH). UW faculty member and employee, Dr. Ann Downer, EdD, is the Executive Director of UW I-TECH. Pursuant to this Subcontract, University of California, San Francisco (UCSF) will provide to UW the services of UCSF faculty member and employee, Dr. Michael Reyes, MD, MPH, as the Senior Director for UW I-TECH.

B. UCSF shall direct Dr. Reyes, as a term and condition of his UCSF employment, that he is obligated in his capacity as UW I-TECH Senior Director:

- (1) to report to UW faculty member and employee, King K. Holmes;
- (2) to follow all relevant instructions, directions, rules, regulations, laws, or policies applicable to UW employee; and
- (3) to keep confidential and not disclose information he generates or receives in his capacity as UW I-TECH Senior Director unless such disclosure is permitted by UW, including but not limited to communications covered by the attorney-client privilege.

C. UW promises to UCSF that it will provide Dr. Reyes a written description of his obligations as UW I-TECH Senior Director which shall include (1) participation in the authorization of I-TECH decisions and actions that authenticate the methodology, substance, and direction of the UW I-TECH program; (2) country visits to UW I-TECH programs for assessment, implementation, consultation, or monitoring purposes; (3) representing UW I-TECH at key global meetings, and (4) identifying and screening consultants and potential employees to be hired by the UW for UW I-TECH work.

D. UW promises to UCSF that it will provide Dr. Reyes:

- (1) training and access to appropriate resources so that he can understand and comply with relevant instructions, directions, rules, regulations, laws, or policies applicable to UW employees; and
- (2) while physically located at UW-owned or UW-controlled locations, space and office supply resources necessary to perform as UW I-TECH Senior Director.

F. Dr. Reyes shall at all times remain an employee of UCSF and shall not be considered an employee of UW. In this regard:

(1) Without regard to any other provision herein, UW shall not require Dr. Reyes to do anything in his capacity as UW I-TECH Senior Director that is inconsistent with the terms and conditions of his employment with UCSF. If Dr. Reyes believes that he has been asked to undertake such activity, he shall bring his concerns to the appropriate UCSF officials who shall, to the extent they deem warranted, discuss and attempt to resolve the matter with UW;

(2) Dr. Reyes will not be entitled from UW to any salary, benefit, protection or processes provided to any UW employee; and

(3) UCSF shall be solely responsible for evaluating Dr. Reyes' job performance, provided UW shall provide UCSF evaluations of Dr. Reyes' job performance, upon request.

G. UW and UCSF agree that an independent contractor relationship is created by this Subcontract. UCSF shall not hold itself out to be an employee, partner, agent or joint venture partner of UW. UW shall not hold itself out to be an employee, partner, agent or joint venture partner of UCSF. UCSF will instruct Dr. Reyes that he should hold himself or UCSF out to be an employee, partner, agent or joint venture partner of UW.

University of California, San Francisco (UCSF) through the I-TECH Senior Director Dr. Michael Reyes, MD, MPH (.70 FTE) is responsible for the co-management of the International Training and Education Center on HIV (I-TECH), in partnership with Dr. Ann Downer, EdD, I-TECH Executive Director based at the University of Washington.

Dr. Michael Reyes, as I-TECH Senior Director will participate in the authorization of decisions and actions that authenticate methodology, substance and direction of the I-TECH program. This role may include participation in country visits for assessment, implementation, or monitoring purposes and representing I-TECH at key global meetings, and identifying and screening consultants for country work.

Tom Foster, I-TECH Program Manager will be responsible for overall management and direction of the UCSF office, reporting and subcontracted activities, and supervising administrative staff.

UCSF contributions to I-TECH include direction for the management of work provided by the collaboration between the US training and care provider organizations and the International AETC. In this capacity, I-TECH/UCSF acts as the liaison. This includes management of collaborations with the AETC National Evaluation Center, Center for HIV Information, National Clinicians' Consultation Center, Francis J. Curry National TB Center, Positiva Health Program/ASPIRE, Institute for Global Health (IGH), and other collaborating partners at UCSF.

By March 31, 2011, the I-TECH/UCSF team will be responsible for the following deliverables:

National Clinicians' Consultation Center (NCCC)

THE NCCC is responsible for:

- Providing PEP-LINE consultation to I-TECH training and tour for the I-TECH Clinical Summit.
- As requested, NCCC will also provide an on-site orientation/tours to the warmline and other NCCC programs to I-TECH domestic and international visitors to UCSF.
- Reports on progress will be made to I-TECH Management Team as requested and data will be provided for progress reports to funder.

Nursing Expertise:

Dr. Carmen Portillo will:

- Represent I-TECH at global nursing meetings
- Serve as a resource on nursing issues to I-TECH country program and field managers.
- Serve as a liaison to UCSF's global nursing portfolio of activities
- Serve as liaison to ANAC (The Association of Nurses in AIDS Care)
- Work with CPMs to integrate funded nursing activities into the 2010 Country Operations Plans where feasible.
- Participate in the monthly I-TECH Clinical Steering Committee team and meetings
- Review clinical content of training curriculums as requested by the Clinical Steering Committee team
- Revisit the I-TECH Nursing Director position

UCSF Center for HIV Information (CHI) for I-TECH Website: [www.go2itech.org](http://www.go2itech.org)

**I. Website maintenance:**

The UCSF Center for HIV Information will continue to host, maintain, and update the I-TECH public website. The growth of the website has mirrored that of the I-TECH project, and the past year has seen a notable increase in original program content. We anticipate that this level of activity will continue or grow in the next project year, and this proposed scope will allow us to be flexible to respond to emerging needs while remaining moderate in size.

**Content Updates:** This includes routine and annual updates of site content, including:

- Static informational pages will be updated pending review by I-TECH program staff (at least once a year).
- Other pages, such as news, publications, homepage, and employment announcements are updated as required. Estimated frequency and scope of updates is based on prior years and planning discussions, as follows (per month):
  - 1 updated country description,
  - 1-2 program highlight features,
  - 5 resource database items,
  - 1 home page image and text refresh,
  - 2-3 job postings, site statistics reports, narrative reports.

Time-sensitive postings, such as job listings or news releases will be completed within 2 working days of receipt. Routine postings will take between 1 and 2 weeks, depending on scope and other work factors, with a time estimate sent within a day of receipt.

**Technical:** Update/patch software and hardware as required for 99.9% uptime. Test templates and output pages for compliance with Web usability standards. Maintain streaming media Web server. Maintain mirror development system and backups. Upgrade/amend source code as needed.

**Reporting/communications:** CHI will submit a brief quarterly report including a narrative description of updates and a summary of website usage. A CHI representative will travel to Seattle 1-2 times/year for planning and working meetings.

APPROVED:

*E. Michael Reyes*

E. Michael Reyes, MD Senior Director

3/23/19  
Date

**Project Objective:**

To provide technical support and guidance to enhance in-country TB/HIV joint collaborative programming in the Caribbean.

**Long term outcomes will include:**

- Increased and earlier identification of HIV/TB co-morbidities
- Increased access to TB and HIV services
- Increased quality of care for both TB and HIV
- Enhanced laboratory capacity and timely laboratory diagnosis for TB
- Enhanced prevention strategies for both diseases

**Outcomes/Expected Results**

- Caribbean TB guidelines (CTBG) are completed and made available throughout the region
- Revised customized curriculum, facilitator's guide, and job aids to operationalize the CTBG in the target countries
- Medical consultation service made available for clinicians in the region to advise on diagnosis, treatment, and management of TB infected and infectious patients as well as assist NIPs in the event of TB outbreaks. Capacity building and network strengthening for Caribbean consultants
- TB nurses network is established in the Caribbean for TB education and sharing of strategies to address program challenges

**Outputs**

- CTBG content finalized and electronic document made available for distribution in print and electronic format
  - Coordinated efforts to meet the needs of PAHO
- Sixteen training modules based on the CTBG revised and managing drug supply module developed
  - Facilitator Guide
- Thirteen job aids and algorithms revised
- TB medical consultation services provided
  - Quarterly calls or webinars to present cases and have ongoing education
- Convene and facilitate the TB nurses network quarterly conference calls, 1 call per quarter

**Activities**

- Offer medical consultation regarding diagnosis, treatment, and management of TB infected and infectious patients, and advise NTPs in the event of TB outbreaks via CNTC Warmline
- Continue strengthening the TB nurses network in the Caribbean by convening quarterly calls to discuss TB education and program issues and facilitate case presentations
- Pending PAHO and key partner approval, finalize the CTBG
- Revise curriculum, which will then be reviewed and finalized by stakeholders
- Post the revised curriculum online (in its entirety and sections) to accommodate ongoing revisions

**I-TECH Contacts**

This subcontract results from an award to the University of Washington, Department of Global Health for the I-TECH, for which King Holmes, MD, PhD, serves as Principal Investigator. Ann Downer, EdD, serves as I-TECH Executive Director and will serve as the primary contact person on behalf of the University of Washington in regard to programmatic and policy issues. Shelia St. Thomas, (Caribbean Regional Program Manager, I-TECH/UW, [shelja@uw.edu](mailto:shelja@uw.edu)) will be the primary contact for programmatic, subcontract and fiscal issues. She will be responsible for monitoring the activities contained within the scope of work.

**UCSF/Curry Contacts**

Michael Reyes, MD, MPH will be the primary UCSF contact and will be responsible for monitoring the activities within the scope of work. Tom Foster, Unit Manager, will be responsible for managing subcontract technical requirements and the reporting requirements. Phillip Hopewell, MD, and Thomas Stuebner, Project Lead, will be the primary contacts for the Francis J. Curry National Tuberculosis Center for programmatic oversight.

**Amendment to the Scope of Work**

This scope of work may be amended by June 30<sup>th</sup>, 2010 with written consent of both parties.

**Reporting Requirements**

We understand that the following guidelines will be followed regarding reporting requirements:

- The project lead from the Francis J. Curry Tuberculosis Center and the I-TECH Caribbean Regional Program Manager will have monthly informal phone calls to communicate progress on deliverables, as well as any challenges and/or needs for support or assistance from I-TECH.
- A final activity report is due to the Caribbean Regional Program Manager no later than June 30, 2010. These reports will be shared with HRSA.



No. 694958

*E Michael J. Reyes*

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Michael Reyes, MD, MPH  
I-TECH, Senior Director  
University of California, San Francisco  
50 Beale Street, Suite 1300  
San Francisco, California 94105-0661

### Research Questions

The proposed study will address three questions:

- (1) *Unit costs.* What does it cost to deliver case management (CM) services to vulnerable patients receiving ART in Ethiopia? What is the cost per unit of service delivered such as person-month of case management services?
- (2) *Cost-effectiveness using intermediate outcomes.* What is the cost-effectiveness of these services? Because we cannot directly observe potential changes in clinical status within the scope of this study, we will adopt an appropriate intermediate outcome variable such as patients returned to normal functional status or achieving good adherence.
- (3) *Cost-effectiveness using health outcomes.* In an exploratory analysis, we will seek a literature-based method for converting intermediate outcomes to savings in health costs, to slowed disease progression-improved health status, or both.<sup>1</sup>

We believe that the findings will be of value to I-TECH program managers as they consider future funding of the case management project in Ethiopia versus other uses of these funds. In addition, understanding the cost structure of this program will support budgeting activities and may identify opportunities for improved efficiency. Through publication in the scientific literature and dissemination by I-TECH through reports or the web, we aim to contribute to the broader base of knowledge on the relative cost and cost effectiveness of HIV treatment and prevention activities. The exploratory analyses reflected in research question 3 will yield insights about the likely range of cost-effectiveness and will form the basis for possible future cost-effectiveness analyses.

### Overview of Analytic Approach

#### Site selection and analytic period

We plan to analyze cost and services from 16 CM sites, the original six sites where CM was initiated in 2007 and the additional six sites added during 2008. Data will be gathered for the 12 month period, October 1, 2008 – September 30, 2009. As needed, we will obtain staff training and the start-up costs that were incurred before this period.

#### Analytic Perspective

Unit costs will be evaluated from the perspective of the case management program. The exploratory cost-effectiveness analysis will be conducted from the point of view of the broader health care system.

**Costs and unit costs.** Cost data will be derived from existing expenditure records. They will be compiled and classified according to the following categories:

- Training (appropriately amortized)
- Case manager compensation (wages and all benefits)
- Outreach worker compensation (wages and all benefits)
- Administrative and supervisory costs (Share of administrative staff time including I-TECH CM project management and any personnel time contributed by MoH personnel)

- Recurring supplies (Probably minimal)
- Capital costs including vehicle (Probably minimal)
- Costs entailed by the Patient Support Initiative

Vis tables and pie charts, these expenditure data will be presented by site and in aggregate, thus providing a detailed portrayal of program cost structure. We will combine these expenditure data with program services and caseload data derived from the existing services data base (eg. "CM totals.xls" for the study period) to build estimates of unit costs (ie, cost per patient successfully served and per patient-month of service).

#### **Effectiveness**

*Estimating changes in intermediate outcomes.* The effectiveness estimates will be derived from a study entitled *Evaluation of the Pilot Case Management Program: A Matched Comparison of Sites*. This analysis provides both pre - post and control - program comparisons for outcomes of interests such as functional status and adherence, and thus affords a potentially excellent source of effectiveness estimates. We will seek to supplement with other pre - post data that may be available at some of the sites.

*Estimating changes in health status and medical care costs (exploratory).* (1) Relative reduction in disability of patients who experience better clinical results than they otherwise would have. We can use published estimates of disability levels for HIV versus AIDS, but we can also derive more refined gradations of disability or utility estimates if such distinctions would matter in this context (they probably do). We can estimate this by looking at CD4/VL levels in patients at different adherence levels and correlating these with clinical status. It's an open question to me how much we want to model results into the future beyond our empirical data. (2) Reduction in medical care utilization. This analysis would apply literature-based estimates on the relationship between adherence and medical care utilization. We can then estimate averted medical care costs by applying standardized costs to outpatient visits and hospital days from the AFRO - E region as offered by WHO-Choice. (<http://www.who.int/choice/en/>).

#### **Qualitative information**

If there are no IRB obstacles, we propose to administer a structured, open-ended interview guide on the barriers and enablers of efficiency. This would be administered to the CM managers at each of the 16 study sites.

#### **Model development**

Cost, output and effectiveness data will be portrayed in a deterministic Excel-based cost and cost-effectiveness model. The model will include tabular and graphical representations of primary results and sensitivity analyses.

#### **Sensitivity analyses**

Results will be subject to extensive univariate and multivariate sensitivity analyses to determine which variables have the greatest effect on unit cost and cost-effectiveness outcomes, and the likely range of unit cost and cost-effectiveness outcomes. Among the variables to be analyzed

**Staff costs.** After September, 2009, the CM program was integrated with Ministry of Health (MoH) activities. Salaries were reduced to MoH norms. Since CM costs are expected largely to consist of personnel expenditures, this probably means reduced unit

costs and, assuming that staff productivity was unaffected by this shift, more favorable cost-effectiveness.

**Scale.** By separating fixed from variable costs, we can explore the potential effect on unit costs of expanding services. We may vary our implicit assumption that CM staff are working at full capacity and explore scenarios in which caseloads can increase without proportionate increases in variable personnel costs.

**Effectiveness.** There are a number of limitations of the program effectiveness data available for this study. Effectiveness estimates will therefore be varied across a range delimited by the interquartile range of effectiveness estimates we derive from the sites or other appropriate ranges.

**Relationship between effectiveness, cost savings and health status.** Our exploratory, literature-based estimates of medical cost savings or health status changes can be varied according to the confidence intervals reported in the literature.

**Manuscript development**

The primary product of this effort will be a manuscript for submission to an appropriate peer-reviewed journal.

**Summary of Tasks and Timeline**

	Activity	Dates
TASK 1	Site visit - Seattle	Completed
TASK 2	Develop study protocols including structured interview guides and instruments for cost and output data compilation	March - April
TASK 3	Ethiopia site visit; Data assessment-collection	May
TASK 4	Cost and output data cleaning and verification including communications with I-Tech, Ethiopia	May - June
TASK 5	Construct mathematical model	April - June
TASK 6	Extract findings from qualitative interview data on program efficiency	June
TASK 7	Prepare draft manuscript including methods and findings	July
TASK 8	Phone or in-person meeting with I-Tech staff in Seattle to review findings	July
TASK 9	Finalize manuscript	August - September
TASK 10	Post submission revisions	November

*E. Michael Reyes*

Michael Reyes, MD, MPH  
 I-TECH Senior Director  
 University of California, San Francisco

**Position Purpose**

The Nyanza-based Technical Program Manager (TPM) provides expertise and leadership in support of I-TECH Kenya's work on the implementation of health management information system (HMIS) activities in western Kenya, in collaboration with colleagues in Seattle and Nairobi.

This position has responsibilities for bridging communication between Seattle, Nairobi, and stakeholders within western Kenya about the goals, specifications, and implementation requirements for HMIS. The position will play a critical role in ensuring that the systems achieve optimal functionality for users in Kenya. The position will provide technical assistance to local counterparts.

- Maintain regular communication with partners including CDC-Kisumu, provincial ministries of health, AMPATH, FACES, and other electronic medical record (EMR)-users in western Kenya.
- In addition, as directed, the TPM may be responsible for activities such as:
  - Ensure adoption and use of new OpenMRS reporting functionality at FACES.
  - Work with AMPATH to identify OpenMRS functionality needed and gaps in current system.
  - Provide technical assistance as needed to ensure adaptation and use of new OpenMRS reporting functionality at AMPATH.
  - Design, document, analyze, develop and test OpenMRS software projects as identified by I-TECH in collaboration with Seattle and Nairobi offices.
  - Support implementation of new EMR at Siaya District Hospital and/or other sites, including installation, configuration, data entry, data quality procedures and data use to ensure smooth uptake of EMR at site in collaboration with CDC and EMR provider.
  - Work with CDC in Nyanza to design and implement software projects related to the CDC demographic surveillance system (DSS)
- Participate in developing and delivering training content on programming, in collaboration with Seattle-based colleagues
- Other duties as assigned

This position reports to I-TECH Kenya Country Director, based in Nairobi.

**Supervisory Responsibilities**

• N/A

**Position Complexities**

This position is based in Kisumu, Kenya with travel within Kenya.

**APPROVED:**

*E. Michael Reyes*

E. Michael Reyes, MD Senior Director

11/3/09  
Date

This Scope of Work outlines UCSF Mozambique Positive Prevention activities related to the pass-through funds being administered by I-TECH. Currently this program is in the scale up phase to provide healthcare workers at the facility-based sites and PLWHA and counselors at the community-based sites with competencies, comfort, and skills to discuss risk behavior, risk reduction techniques and prevention needs, thereby decreasing HIV transmission, and encourage HIV testing (including partner testing). During FY10, in collaboration with MOH, Provincial Health Directorates, and other stakeholders, CDC and UCSF staff identified additional sites to expand the intervention to two provinces with high prevalence, Sofala and Zambezia."

#### UCSF Positive Prevention Project

As outlined in the MOZ COP, the UCSF Positive Prevention Team, consisting of Carol Dawson Rose (PI and Director), Kelly Johnson, Tomoko Conner, and Sarah Gutin will be responsible for:

In FY10, as a continuation of activities, additional PP activities will include

1. disseminations of the PP curriculum,
2. train master trainers,
- a) conduct Positive Prevention trainings for facility based care and treatment program managers and staff including the provision of PP toolkits to staff and participating organizations (at new project sites in Sofala, Zambezia and possible Gaza province training based on MOB request)
- b) 1-2 ToT for USG clinical partners and affiliated NGOs and CBOs
  - 1 Training for staff from Clinical Care & Treatment partners
  - 1 Training for staff from HBC/community care partners (for example, ANEMO, MOH, and staff from bigger international Home Based Care Partners);
3. an exchange study tour for PP implementers in-country to visit other PP sites to establish close collaboration among all sites.
4. partners will continue to support existing PLWHA groups through either small sub-grants and/or procurement of items needed by the group (e.g. seeds, T-shirts, transport funds for treatment follow up, etc)."

UCSF PP Project will continue the "collaboration and supporting opportunities with the Mozambican treatment literacy organization (MATRAM) to incorporate PP messages into their activities at the community level."

Partnership opportunities with "the international organization, "Women Organized to Respond to Life-Threatening Diseases" (WORLD) and a TBD Mozambican Women Association to create prevention projects targeting women and women empowerment opportunities" will be continued.

"Measurable project outcomes consist in tracking behavior changes in PLWHA and direct service providers and implementing and managing M&B systems and tools to monitor outcomes. It is anticipated that 195 individuals (both service providers and individuals) will receive prevention with positives training."

For the purposes of administrative and training support for the UCSF PP Project Mozambique-based activities, ITECH will retain funding for the I-TECH Mozambique office, including:

- 1.0 (100%) Salary and benefit support for Dennis Torres for training assistance
- 0.5 (5%) Salary and benefits for ITECH MOZ program support for Marla Smith, Chris Bachman, and Nicole Atchison
- Rental of office space from ITECH MOZ.

APPROVED:

*E. Michael Reyes*

H. Michael Reyes, MD Senior Director

11/3/09  
Date

I-TECH Namibia Clinical Mentor will work in close collaboration with the Namibian Ministry of Health and Social Services (MOHSS), the National and Regional Health Training Centers (NHTC & RHTC), the US Health Resources & Services Administration (HRSA), the US Centers for Disease Control & Prevention - Global AIDS Program (CDC/GAP), the US Department of Defense (DOD), and the University of Namibia (UNAM).

The objectives of the Clinical Mentor position are to support decentralized delivery of HIV care, ART, and prevention, and continuous improvement of patient outcomes at all ART delivery sites; promote the application of classroom learning to clinical settings; improve the quality of clinical care and patient outcomes; and build the capacity of primary care providers to provide comprehensive and integrated care using on-site clinical collaboration, consultation and directed support.

For FY10, the Clinical Mentor will:

- Provide on-site clinical training primarily to medical officers on the management of HIV-infected patients according to the Namibian national guidelines, including adult and pediatric ART, PMTCT including early infant diagnosis, and the treatment of tuberculosis, STIs and other opportunistic conditions.
- Provide training through clinical consultation, assisting local physicians to problem-solve and helping them with direct patient care as needed.
- Assist in the development of standard operating procedures for the provision of HIV clinical care at the ART clinics in collaboration with other relevant departments in the hospital. This may include, for example, trouble-shooting problems with patient flow within the clinics, tracking defaulters, or clarifying referral pathways by developing appropriate algorithms.
- Promote, encourage, and assist mentees to do HIV-related operational research.
- Attend and host DVC and face-to-face Clinical Mentor meetings as applicable.
- Submit a monthly report on mentoring and technical assistance activities including findings, lessons learned, best practices, and stories with recommendations for strengthening services in the clinics in compliance with the national treatment guidelines.
- Provide didactic HIV-related training sessions to health professionals, both in the state and private sector, as needed, according to established curricula and using various methodologies (including distance learning).
- Assist as requested with updating and revision of HIV-related training materials and national guidelines.
- Participate as a member of the MOHSS Regional Support visit team for the Region(s) in which the clinical mentor is posted and/or for other Regions as requested.

*E. Michael Reyes*

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Michael Reyes, MD, MPH  
I-TECH Senior Director  
University of California, San Francisco  
50 Beale Street, Suite 1300  
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**Background**  
**Proposed Activities**  
**Travel Support for Data Triangulation #2 in Namibia**

These funds will provide support for travel for UCSF faculty and staff to Namibia to conduct the first triangulation activity in Namibia.

The three goals of this activity are a) to analyze single source data from routinely collected data from HIV/AIDS surveillance and intervention programs, b) to conduct the country-driven data triangulation process to answer key questions prioritized by the country team, and c) to build in-country capacity (individual and institutional) to synthesize, interpret, disseminate, and use data for program improvement including evidence-based policy-change decisions. This country-driven approach will enhance ownership and promote sustainability.

This activity will synthesize data from many sources in Namibia, including: a) routinely collected data from HIV/AIDS intervention programs such as PMCT, CT, TB/HIV, and blood donor services; b) surveillance data, including ANC surveys and AIDS case surveillance; c) population-based surveys such as the Demographic Health Survey; and d) special surveys and impact assessments.

There will be five major activities as follows: a) formation of a country task force to guide the identification of existing data sources and to formulate key questions that can be answered by synthesizing these data and facilitation of stakeholder meetings to identify key questions and data sources; b) conduct data compilation, abstraction and analysis; c) conduct task force meeting(s) to review findings and organize the data (s) for presentation at the stakeholder workshop; d) conduct stakeholder workshop to finalize data interpretation; e) work with in-country task force to finalize report.

Planned funds will cover travel costs for a 14 day trip for Hilary Spindler to identify and collect data, as well as funds for a team of 5 faculty and staff from UCSF to lead the final triangulation workshop.

**2. Technical Writing Capacity Building Workshop**

Using data from existing research studies and/or surveys UCSF/IGH will conduct an intensive scientific writing workshop for CDC-GAP Namibia staff and other in-country partners (including MOH), to analyze and disseminate these results. UCSF faculty (W. McFarland, G. Rutherford) will travel to Namibia to conduct a one-to-two-week writing workshop, followed on-going mentorship and e-mail support for production of working drafts of publishable papers and reports utilizing Namibian data.

Prior to the workshop, an UCSF/IGH data analyst/statistician (H. Spindler) will travel to Namibia prior to assist workshop participants in preparing data for use during the workshop. She will also be available to provide analytical support during the workshop itself.

CDC-GAP Namibia staff and MOH participants will be paired with UCSF faculty and staff for on-going mentorship with the aim to complete the drafts and produce scientific papers ready for publication. The goal for each workshop will be to complete draft scientific manuscripts for the majority of participants and provide detailed timelines and next steps for participants who have not completed manuscripts by the end of the workshop.

**HUMAN SUBJECTS REVIEW** For all activities, CDC protocol for human subjects review will be followed. In most cases the data that will be analyzed will be unlinked from identifiers. Each dataset will be looked at individually and



No. 694958

assessed. Non research determination (or human subjects review, where appropriate) will be sought from UCSF and CDC prior to activities

**PROPOSED WORKPLAN AND TIMELINE**

PROPOSED WORKPLAN AND TIMELINE	
Triangulation # 1 final workshop	July 2009
Writing Workshop	May, 2010

APPROVED:

*E. Michael Reyes*

E. Michael Reyes, MD Senior Director

3/17/10  
Date

Background

The University of California San Francisco (UCSF) is one of several U.S. Universities selected to provide training and technical assistance to HIV/AIDS programs domestically and internationally. Using this University Technical Assistance Program (UTAP), PEPFAR countries are afforded a direct mechanism to support the transfer of HIV/AIDS expertise across continents and countries. UCSF faculty and staff are available to assist with the development of innovative models to address specific program area project activities; to contribute to the implementation of key initiatives to inform national policy; and, to provide training opportunities both locally and internationally, for service providers and program managers on inventive strategies for care and treatment services. To enhance these efforts, we propose to support CDC- Headquarters and CDC-Vietnam in improving the quality of epidemiology training in Vietnam. Phase 1 will consist of a needs assessment to determine the areas of weakness in the current system; Phase 2 will consist of course development and piloting. As funding permits, additional funding will be requested to expand the scope of the course.

Project Description

SYNOPSIS:

Between April 1, 2010 and March 31, 2011, UCSF will begin the implementation of an epidemiology course at the Hanoi School of Public Health (SPH) in Vietnam. Epidemiology is the study of the distribution of disease in a population. The purpose of the training is to improve the knowledge of epidemiology among public health professionals and scientists in Vietnam. The overarching goal is to improve the quality of epidemiological research and surveillance in Vietnam and to increase the number of epidemiological research studies conducted by or in close partnership with Vietnamese nationals in Vietnam. The exact nature of the course will depend on an initial needs assessment.

Background:

The quality of epidemiology training at the schools of public health in Vietnam is currently quite low. The few well-trained epidemiologists and public health workers in Vietnam have received training at institutions outside of Vietnam; yet little of that knowledge trickles down to public health students. At the same time, the demand for epidemiologists and public health workers with at least a basic knowledge of epidemiology is increasing due to the influx of funding to combat HIV/AIDS and other health conditions.

PROJECT DESCRIPTION

UCSF will develop a curriculum, and implement a pilot course, in collaboration with the Hanoi SPH. UCSF, in consultation with CDC-Vietnam staff, will conduct an assessment of the needs regarding epidemiology training by interviewing faculty and department heads at the Hanoi SPH as well as stakeholders at other institutions (such as the National Institute of Hygiene and Epidemiology - NIHE), and reviewing existing course curricula. The needs assessment will also include determining what other institutions in Vietnam should be included in the pilot phase and/or what institutions will implement the course. With consultation from CDC HQ and country staff as well as other appropriate stakeholders, UCSF will then develop an appropriate curriculum for a course or courses to be taught at the Hanoi SPH. The exact content of the course(s) will depend on the needs assessment but will likely be drawn from the following topics:

- Basic epidemiology
- Designing Clinical Research including development of a study protocol
- Outbreak investigation
- Advanced epidemiology
- Basic biostatistics
- Respondent-driven sampling

- Survey design and questionnaire development
- Software for epidemiological research: EpiData, EpiInfo, Stata, SAS
- Data management
- Advanced biostatistics

After the curriculum has been designed, UCSF will teach the course to a core group of Hanoi SPH faculty and other key stakeholders identified during the needs assessment. The pilot course will be evaluated and revised. At the same time, a selected group of Hanoi SPH faculty and other key stakeholders will be invited to UCSF and UC Berkeley to attend and/or observe advanced epidemiology courses. For example, they may learn about advanced epidemiology methods that would be particularly useful in Vietnam, such as respondent-driven sampling for hard-to-reach populations. Finally, UCSF will mentor SPH faculty as they teach the course to the students.

Specific activities include:

- Conducting a needs assessment
- Developing a curriculum for one or more epidemiology courses
- Conducting a pilot of the course, taught to Hanoi SPH faculty
- Evaluating the pilot course and revising the curriculum
- Inviting selected Hanoi SPH faculty and other key stakeholders to San Francisco/Berkeley to observe and attend advanced epidemiology courses
- Mentoring Hanoi SPH faculty as they teach the epidemiology course to SPH students

PROPOSED WORK PLAN AND TIMELINE

Needs assessment visit to Vietnam	UCSF with CDC	October 2009
Curriculum development	UCSF	March 2010
Pilot course and evaluation	UCSF	August 2010
Curriculum revision	UCSF	October 2010
SPH faculty visit to San Francisco	UCSF	November 2010
Mentoring of SPH faculty through course	UCSF	March 2011

APPROVED:

*E. Michael Reyes*

E. Michael Reyes, MD Senior Director

1/17/10  
Date

Year 07  
UCSF-CORE

EXHIBIT B BUDGET  
(See Articles IV & V)

BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY						FROM 04/01/10	THROUGH 03/31/11		
PERSONNEL (Applied organization only)		Months Devoted to Project			NET BASE SALARY	DOLLAR AMOUNT REQUESTED (per cent)			
NAME	ROLE ON PROJECT	CM. Months	Acct. Months	Sum Months		SALARY REQUESTED	FRINGE BENEFITS	TOTAL	
Reyes, Michael	Senior Director	0.40			\$182,534	\$113,774	\$23,892	\$137,666	
Foster, Thomas	IT/TECH Program Manager	5.40			\$80,647	\$38,498	\$11,184	\$49,680	
Ocbane, Lourdes	Financial Coordinator	1.00			\$71,823	\$10,773	\$3,124	\$13,897	
Eng, Shannon	Administrative Assistant	3.80			\$46,896	\$13,979	\$4,054	\$18,033	
Tam, Gladys	Legal Assistant	2.40			\$42,483	\$8,497	\$2,484	\$10,981	
Ventura, Angel	Administrative Assistant	0.80			\$49,888	\$2,483	\$723	\$5,218	
Portillo, Carmen	CLIN: Nursing Coordinator	0.60			\$187,200	\$9,380	\$1,958	\$198,538	
Nicole Mandel	Project Manager - CHI	0.80			\$92,400	\$4,820	\$1,340	\$98,560	
Rob Gray	Senior Programmer - CHI	0.80			\$85,880	\$4,794	\$1,390	\$91,964	
Heather Dron	Project Associate - CHI	3.12			\$48,650	\$12,851	\$3,688	\$65,189	
Ricki-Ellen Brooks	Production Associate - CHI	0.90			\$67,390	\$3,370	\$877	\$71,637	
NGCC Warmline support	CLIN					\$10,170		\$10,170	
<b>SUBTOTALS</b>						<b>\$232,979</b>	<b>\$64,784</b>	<b>\$297,763</b>	
CONSULTANT COSTS								\$0	
EQUIPMENT (None)								\$0	
SUPPLIES (None by category)								\$0	
TRAVEL								\$34,090	
Subtotals									
International: Per Diem	Various	\$ 300	Day	80	\$18,000				
Domestic Airfare	Eas - SFO (Summit, staff other)	\$ 300	Each	24	\$7,200				
Domestic Per Diem	Seattle	\$ 216	Day	40	\$8,640				
Local travel					\$250				
PATIENT CARE COSTS								\$0	
INPATIENT								\$0	
OUTPATIENT								\$0	
ALTERATIONS AND RENOVATIONS (None by category)								\$0	
OTHER EXPENSES (None by category)								\$38,833	
Rent	50 Beale Street	\$ 1,902	Month	12	\$ 22,824				
Network Support		\$ 880	Month	12	\$ 10,560				
Postage/Courier		\$ 71	Month	12	\$ 852				
Phone/Fax		\$ 160	Month	12	\$ 1,920				
Printing/Duplication		\$ 130	Month	12	\$ 1,560				
Meeting expenses					\$ 750				
<b>Subtotals</b>						<b>\$ 38,833</b>		<b>\$38,833</b>	
CONSORTIUM CONTRACTUAL COSTS								\$0	
DIRECT COSTS								\$362,808	
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Per FA Face Page)								\$362,808	
CONSORTIUM CONTRACTUAL COSTS								\$29,024	
FACILITIES AND ADMINISTRATION COSTS (FA)								\$29,024	
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD								\$391,828	

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07

UCSF-Caribbean

Principal Investigator/Program Director (Last, First, Middle) Royce, E. Michael

3 month budget

BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY						FROM	THROUGH	
						04/01/10	06/30/10	
PERSONNEL (Applicant organization only)		Months Devoted to Project			NET BASE SALARY	DOLLAR AMOUNT REQUESTED (per cent)		
NAME	ROLE ON PROJECT	Cal Months	Acad Months	Sum Months		SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Royce, Michael	LTech Senior Director	0.00			\$162,594	\$406	\$85	\$492
Philip Hopewell	Co-Principal Investigator	0.00			\$ 240,524	\$601	\$128	\$729
Lisa Chen	Medical Consultant	0.15			\$ 108,875	\$1,357	\$265	\$1,842
Kelly Smith	TR Specialist	0.90			\$ 60,320	\$4,509	\$1,308	\$5,617
Ann Rafferty	Clinical Advice	1.50			\$ 135,756	\$18,970	\$4,921	\$21,891
Thomas Stuebner	Project Lead	0.15			\$ 110,301	\$1,380	\$400	\$1,780
Anna Yee	Fiscal Specialist	0.15			\$ 69,100	\$730	\$214	\$953
<b>SUBTOTALS</b>						<b>\$75,862</b>	<b>\$7,340</b>	<b>\$33,302</b>
CONSULTANT COSTS								
	Edi Beron Design	Graphic design			\$3,938			\$3,938
EQUIPMENT (Review)								\$0
SUPPLIES (Review by category)								\$279
TRAVEL								
	International Travel	\$ 1,000	Each	\$				\$0
	International Per Diem	\$ 218	Day	\$				\$0
	Domestic Airfare	\$ 300	Each	\$				\$0
	Domestic Per Diem	\$ 218	Day	\$				\$0
PATIENT CARE COSTS								\$0
	INPATIENT							\$0
	OUTPATIENT							\$0
ALTERATIONS AND RENOVATIONS (Review by category)								\$0
OTHER EXPENSES (Review by category)								
Rent	to Beate Street	\$ 28	Month	\$	168			
Network Support	51 Beale Street	\$ 8	Month	\$	56			
Rent	7180 12th Street	\$ 415	Month	\$	1,230			
Network Rackspace (Curry)	3144 16th Street	\$ 34	Month	\$	102			
Postage/Courier (Curry)			Month	\$	100			
Phone/Fax (Curry)			Month	\$	600			
Printing/Duplication (Curry)			Each	\$	2,500			
Meeting expenses								
					<b>Subtotals</b>	<b>\$ 5,550</b>		<b>\$5,550</b>
CONSORTIUM CONTRACTUAL COSTS								
DIRECT COSTS								
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (See TA, Fees Page)</b>								<b>\$43,089</b>
CONSORTIUM CONTRACTUAL COSTS								
FACILITIES AND ADMINISTRATION COSTS (FAC)								
								<b>\$3,646</b>
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>								<b>\$46,735</b>

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07  
 IICSF Ethiopia Costing  
 6 month budget

Principal Investigator/Program Director (Last, first, middle) **Reyes, E. Michael**

BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY						FROM	THROUGH		
						04/01/10	09/30/10		
PERSONNEL (Appoint organization only)		Months Devoted to Project			INST BASE SALARY	DOLLAR AMOUNT REQUESTED (inst costs)			
NAME	ROLE ON PROJECT	Cal Months	Acad Months	Sum Months		SALARY REQUESTED	FRIKOE BENEFITS	TOTAL	
Reyes, Michael	Senior Director	0.12			\$182,534	\$1,825	\$341	\$1,967	
Foster, Thomas	ITECH Program Manager	0.12			\$86,385	\$864	\$251	\$1,114	
Ocbena, Lourdes	Financial Coordinator	0.12			\$72,527	\$725	\$210	\$938	
Sebastian Kavanay	Analyst	2.08			\$88,748	\$11,818	\$3,456	\$18,572	
James G. Kahn	Program Analyst	0.50			\$124,000	\$5,208	\$1,064	\$8,202	
<b>SUBTOTALS</b>						<b>\$20,339</b>	<b>\$5,382</b>	<b>\$25,621</b>	
CONSULTANT COSTS						Eliot Marsailles		\$26,500	\$26,500
EQUIPMENT (None)								\$0	
SUPPLIES (None by category)						Supplies		\$0	
TRAVEL						Subtotals		\$0	
International Travel	SFO to Ethiopia	\$ 4,000	Each	\$					
International Per Diem	Ethiopia	\$ 216	Day	\$					
Domestic Airfare	Sfo - SFO (Business, staff, other)	\$ 300	Each	\$					
Domestic Per Diem	Seattle	\$ 218	Day	\$					
PATIENT CARE COSTS						INPATIENT		\$0	
						OUTPATIENT		\$0	
ALTERATIONS AND RENOVATIONS (None by category)								\$0	
OTHER EXPENSES (None by category)								\$0	
Rent	50 Basle Street	\$ 416	Month	\$	2,496				
Network Support		\$ 104	Month	\$	1,182				
Postage/Courier			Month	\$					
Phone/Fax			Month	\$					
Printing/Duplication			Month	\$					
Meeting expenses									
						Subtotals		\$3,650	
CONSORTIUM CONTRACTUAL COSTS						DIRECT COSTS			
<b>BUDGET TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Item 7a, Face Page)</b>								<b>\$55,841</b>	
CONSORTIUM CONTRACTUAL COSTS						FACILITIES AND ADMINISTRATION COSTS (FA)		\$4,487	
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>								<b>\$60,308</b>	

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07  
KENYA - FACES  
8 months

Principal Investigator/Program Director (Last, first, middle) *Royce, E Michael*

DIRECT COSTS ONLY	DETAILED BUDGET FOR INITIAL BUDGET PERIOD					FROM	THROUGH	
	PERSONNEL (Associate organization only)	ROLE ON PROJECT	Months Devoted to Project			NET BASE SALARY	DOLLAR AMOUNT REQUESTED (total cost)	
Cal Months			Sept Months	June Months	SALARY REQUESTED		TRAVEL BENEFITS	TOTAL
WUC								
<i>James Grace</i>	<i>Program Specialist</i>	<i>4.5</i>			<i>\$ 81,780</i>	<i>\$30,860</i>	<i>\$8,891</i>	<i>\$39,561</i>
SUBTOTALS						<b>\$30,860</b>	<b>\$8,891</b>	<b>\$39,561</b>
CONTRACT COSTS								
EQUIPMENT (Items)								
EQUIP #s (Number by category)		Supplier	Quantity	\$ / Month	\$	\$	226	\$226
TRAVEL								
International Airfare	Visas		\$ 1,000		\$			
International Per Diem	Stipend		\$ 128	Day	\$			
Domestic Airfare	Carfare		\$ 300	Each	\$	\$300		
Domestic Per Diem (not in WUC)	Carfare		\$ 241	Day	\$	\$2,159		
Travel - Other ground transport, @ \$75.00 per day x 40								\$2,852
Travel - Other ground transport, phone, incidentals								\$300
								\$4,031
PATIENT CARE COSTS		INPATIENT						\$0
		OUTPATIENT						\$0
ALTERATIONS AND REMOVALS (Number by category)								
OTHER EXPENSES (Number by category)								
Bank				Month				\$0
Business Support				Month				\$0
Postage/Carfare				Month				\$200
Printing/Office				Month				\$400
Copying, printing								\$400
								\$1,400
CONTRACT/UNCONTRACTUAL COSTS						DIRECT COSTS		
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Item 7a, Face Page)</b>								<b>\$48,207</b>
CONTRACT/UNCONTRACTUAL COSTS						FACILITIES AND ADMINISTRATION COSTS (1%)		
								<b>\$3,817</b>
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>								<b>\$48,823</b>

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07-COP 10  
UCBF-Mozambique PP

Principal Investigator Program Director (last first middle) Reyes, E. Michael

DETAILED BUDGET FOR INITIAL BUDGET PERIOD						FROM	THROUGH		
DIRECT COSTS ONLY						04/01/10	09/30/10		
PERSONNEL (Applicant organization only)		Months Directed to Project			INST. BASE SALARY	DOLLAR AMOUNTS REQUESTED (omit cents)			
NAME	ROLE ON PROJECT	Cal Months	Acad. Months	Sum Months		SALARY REQUESTED	FRIKGE BENEFITS	TOTAL	
Reyes, Michael	PI-TECH Center Director	0.12			\$182,534	\$1,825	\$341	\$1,867	
Carol Dawson Rose	Principal Investigator	5.00			\$139,238	\$34,809	\$7,310	\$42,118	
Shannon Eng	Project Assistant	2.10			\$48,000	\$7,864	\$2,238	\$10,232	
Sarah Gulis	Curriculum Assnt	3.00			\$50,000	\$12,500	\$3,825	\$16,125	
Kelly Johnson	Project Manager	6.00			\$84,000	\$27,000	\$7,830	\$34,830	
Tom Foster	Unit Manager	1.20			\$83,780	\$8,378	\$1,678	\$10,054	
Lourdes Obena	Fiscal Coordinator	0.60			\$70,500	\$3,525	\$1,199	\$4,724	
<b>SUBTOTALS</b>						<b>\$95,831</b>	<b>\$24,218</b>	<b>\$120,050</b>	
CONSORTIUM COSTS									
Translation/Interpretation - printing						\$ 20,000			
						\$20,000			
EQUIPMENT (omit)									
						\$0			
SUPPLIES (Provide by category)									
Supplies Monthly \$30.00 Months 6						\$ 2,100			
						\$2,100			
TRAVEL									
International Airfare	Various in MOZ	\$ 1,500	Each	4	\$ 34,000				
International Air Dinner	SF	\$ 300	Day	30	\$ 9,000				
In Moz travel		\$ 300	Each	3	\$ 1,000				
In Moz per diem		\$ 718	Day	10	\$ 2,160				
Domestic Airfare	Bus - SF	\$ 300	Each	1	\$ 300				
Domestic Per Diem	Seattle	\$ 210	Day	1	\$ 848				
						\$47,108			
PATIENT CARE COSTS									
INPATIENT						\$0			
OUTPATIENT						\$0			
ALTERATIONS AND RECONSTRUCTIONS (Provide by category)									
						\$0			
OTHER EXPENSES (Provide by category)									
Rent	60 Basile Street	\$ 3,372	Month	6	\$20,234				
Network Support	30 Basile Street	\$ 1,631	Month	6	\$9,788				
Postage/Courier		\$ 400	Month	6	\$2,400				
Phone/Fax		\$ 90	Month	6	\$300				
Printing/Duplication		\$ 63	Month	6	\$498				
						\$33,220			
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Item 7A, Face Page)</b>						<b>\$222,478</b>			
CONSORTIUM CONTRACTUAL COSTS						DIRECT COSTS			
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (Item 7A, Face Page)</b>						FACILITIES AND ADMINISTRATION COSTS (8%)		<b>\$17,798</b>	
CONSORTIUM CONTRACTUAL COSTS						<b>\$240,276</b>			
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>									

This budget may not be co-mingled with any other budget in this Subcontract.



Year 07 - 1st 6 months  
UCBF-Namibia  
for COP 10

Principal Investigator/Program Director (Last, first, middle) Reyes, E. Michael

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY						FROM 04/01/10	THROUGH 09/30/10	
PERSONNEL (Applicant organization only)		Months Devoted to Project			HST BARE SALARY	DOLLAR AMOUNT REQUESTED (omit cents)		
NAME	ROLE ON PROJECT	CM Months	Acad Months	Sum Months		SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Reyes, Michael	Senior Director	0			\$ 182,534	in-kind	\$0	\$0
Larry Boly	Chief of Mission	6			\$ 90,100	\$45,050	\$9,481	\$54,531
<b>SUBTOTALS</b>						<b>\$45,050</b>	<b>\$9,481</b>	<b>\$54,531</b>
CONSULTANT COSTS								\$0
EQUIPMENT (None)								\$0
SUPPLIES (reference by category)      Supplies venue costs								\$86
TRAVEL								\$0
Subtotal								\$0
PATIENT CARE COSTS								\$0
INPATIENT								\$0
OUTPATIENT								\$0
ALTERATIONS AND RENOVATIONS (reference by category)								\$0
OTHER EXPENSE (reference by category)								
Relocation package								
Tie Consultant								\$ 500
Storage								\$ 500
Transport to duty office								
Evacuation coverage								\$ 1,750
Local Health Insurance								\$ 1,750
Housing rental (1) @ \$565 for 6 months								\$ 3,390
Utilities								\$ 400
Annual leave travel								\$ 3,600
Subtotal								\$ 10,990
CONSORTIUM/CONTRACTUAL COSTS								
DIRECT COSTS								
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (omit \$, Face Price)</b>								<b>\$55,580</b>
CONSORTIUM/CONTRACTUAL COSTS      FACILITIES AND ADMINISTRATION COSTS (FAC)								\$5,245
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>								<b>\$70,814</b>

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07  
Viet Nam - IGH

Principal Investigator/Program Director (Last, first, middle): Reyes, E. Michael

DIRECT COSTS ONLY						FROM	THROUGH		
DETAILED BUDGET FOR INITIAL BUDGET PERIOD						04/01/10	03/31/11		
PERSONNEL (Applicant organization only)	ROLE ON PROJECT	Months Devoted to Project			RST BASE SALARY	DOLLAR AMOUNT REQUESTED (and other)			
		Cal. Months	Acad. Months	Sum Months		SALARY REQUESTED	FURGE BENEFITS	TOTAL	
NAME									
Rutherford, George	PI	0.45			\$ 282,204	\$10,583	\$2,222	\$12,808	
Bain-Brickley, Debbie	Research Specialist	3			\$78,672	\$18,218	\$4,038	\$23,254	
Mandal, Jeffrey	Co-Investigator	0.9			\$147,888	\$11,081	\$2,329	\$13,421	
Reingold, Art	Co-Investigator	0.45			\$250,000	\$9,375	\$1,889	\$11,344	
Truong, Hong-Ha	Co-Investigator	1.8			\$119,280	\$17,889	\$3,757	\$21,646	
Sahgal, Ritu	Research Analyst	1.8			\$77,881	\$11,852	\$3,379	\$15,031	
<b>SUBTOTALS</b>						<b>\$78,608</b>	<b>\$17,692</b>	<b>\$97,800</b>	
CONSULTANT COSTS									
SF Dept. of Public Health									\$12,973
EQUIPMENT (hardware)									\$0
SUPPLIES (limitize by category)									
Supplier	Monthly	\$ 150	Month	9	\$ 1,350				
Computer		\$ -		1	\$ 2,000				\$3,350
TRAVEL									
International Airfare	Various	\$ 3,000		4	\$ 12,000				
International Per Diem	Viet Nam	\$ 306	Dry	42	\$ 12,852				
Travel : Other ground transport, phone, incidentals						\$1,500			\$26,352
PATIENT CARE COSTS									
INPATIENT									\$0
OUTPATIENT									\$0
ALTERATIONS AND RENOVATIONS (limitize by category)									\$0
OTHER EXPENSES (limitize by category)									
Rent		\$ 1,502.66	Month	9	\$13,524				
Network Support		\$ 574.56	Month	9	\$5,172				
Postage/Courier		\$ -	Month	9	\$480				
Phone/Fax		\$ -	Month	9	\$685				
Copying, printing					\$664				
Translation					\$7,500				\$28,175
CONSORTIUM/CONTRACTUAL COSTS									
DIRECT COSTS									
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (omit To, Facs Page)</b>									<b>\$188,360</b>
CONSORTIUM/CONTRACTUAL COSTS									
FACILITIES AND ADMINISTRATION COSTS (8%)									\$15,488
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>									<b>\$181,818</b>

This budget may not be co-mingled with any other budget in this Subcontract.

Year 07

UCSF-Harvard  
Projects #2

Principal Investigator/Program Director (Last, First, Initial): Royce, E. Michael

DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY						PERIOD 04/01/10	PERIOD 09/30/10			
PERSONNEL (Applicant organization only)		Months Devoted to Project			NET BASE SALARY	DOLLAR AMOUNT REQUESTED (omit cents)				
NAME	ROLE (IN PROJECT)	Cal. Months	Appt. Months	Sum Months		RESEARCH REQUESTED	PERSONAL BENEFITS	TOTAL		
Royce, Michael	Co-Director	0			\$ 157,800	as needed	\$0	\$0		
Rutherford, George	CHF PI	0			\$ 278,335	as needed	\$0	\$0		
White, Karen	Project Manager	0			\$ 108,084	as needed	\$0	\$0		
Hairy Spindler	Statistician #2	1.92			\$ 77,834	\$12,488	\$3,818	\$16,306		
<b>SUBTOTALS</b>						<b>\$12,488</b>	<b>\$3,818</b>	<b>\$16,306</b>		
CONSULTANT COSTS		Will McFarland				\$2		\$17,148		
EQUIPMENT (perman)								\$0		
SUPPLIES (perman by category)		Supplies				\$	88	\$88		
TRAVEL						Project #2				
		Subtotals				\$17,880				
SFO to Windhoek, Namibia		#1 @ \$134,000 airfare, 7 day per diem, 7 day lodging, etc.				\$5,680				
SFO to Windhoek, Namibia		#1 @ \$133,000 airfare, 14 day per diem, 14 day lodging, etc.				\$3,880				
SFO to Windhoek, Namibia		#1 @ \$134,000 airfare, 14 day per diem, 14 day lodging, etc.				\$8,520				
						\$17,880				
PATIENT CARE COSTS		INPATIENT				\$0				
		OUTPATIENT				\$0				
ALTERATIONS AND RENOVATIONS (perman by category)						\$0				
OTHER EXPENSES (perman by category)						Project #2				
Rent		50 Beale Street				\$	Month	6	\$ 1,891	
Network Support						\$	Month	6	\$ 732	
Postage/Confer						\$	Month	6	\$	
Phone/ fax						\$	24	Month	0	\$ 144
Printing/Duplication						\$	206	Month	0	\$ 1,110
Training site venue cost						\$			\$ 187	
		Subtotals				\$			\$ 2,814	
CONSORTIUM/CONTRACTUAL COSTS		DIRECT COSTS								
SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD (omit Pa, Page Fees)						\$54,992				
CONSORTIUM/CONTRACTUAL COSTS		FACILITIES AND ADMINISTRATION COSTS (Pa)				\$4,399				
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD						\$59,391				

This budget may not be co-mingled with any other budget in this Subcontract.

**EXHIBIT C SPECIAL CONDITIONS**

(See Article V and Special Conditions)

**SC-1 PATENT RIGHTS**

Whenever any invention which is or may be patentable, is conceived or first actually reduced to practice in the course of this Subcontract, the Contractor shall furnish the University with complete information thereon, in order that the University may carry out the conditions of the prime award with the DHHS with regard to the filing of patent applications and disposition of patent rights under 37 CFR 401.14 or FAR 32.227-11, as appropriate.

**SC-2 COPYRIGHTS**

Contractor shall own rights to copyrightable materials it solely first develops and delivers under this Subcontract but hereby grants to University an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) solely for the purpose of education and research and to the extent required to meet University's obligations to HRSA under its prime cooperative agreement.

**SC-3 DATA RIGHTS**

Contractor shall own rights to data it solely first creates and delivers under this Subcontract but hereby grants to University the right to use data solely for the purpose of education and research and to the extent required to meet University's obligations to HRSA under its cooperative agreement.

**SC-4 PUBLICATION**

Any publication by the Contractor resulting from work under this Subcontract will carry a footnote acknowledging assistance from the DHHS award held by the University and indicating that findings and conclusions do not necessarily represent views of the DHHS or the University.

**SC-5 REVIEW OF HUMAN SUBJECTS IN RESEARCH PROJECTS**

The Contractor assures that adequate safeguards shall be taken whenever using human subjects in research and an institutional review committee composed of sufficient members with varying backgrounds to assure complete and adequate review of projects involving the use of human subjects has reviewed and approved the projects. Informed consent, where appropriate, shall be obtained by methods consistent with Title 45 Code

of Federal Regulations, Part 46, Subpart A, "Protection of Human Subjects," and specifically Section 46.107, "Special Assurances."

SC-6 CARE AND TREATMENT OF LABORATORY ANIMALS

The Contractor assures that whenever warm-blooded animals are used in research, the Contractor shall comply with the applicable portions of the Animal Welfare Act (P.L. 89-544 as amended) and shall follow the guidelines prescribed in DHHS Publication No. 86-23 (NIH), "Guide for the Care and Use of Laboratory Animals."

SC-7 EQUAL EMPLOYMENT OPPORTUNITY

The Contractor assures compliance with paragraph (1) through (7), Section 202, Executive Order 11246, a copy of which is attached on the last page and made a part of this subcontract.

SC-8 GRANT-RELATED INCOME

The Contractor shall immediately report to the University any income received or anticipated which is generated by activities performed under the Subcontract. The University may then authorize the disposition of such income in accordance with options designated by DHHS.

SC-9 OTHER SPECIAL CONDITIONS

The Contractor agrees to administer this Subcontract in accordance with HHS Grants Policy Statement dated January 1, 2007, including all amendments thereto. This Special Condition supersedes Article V. Budget of this Subcontract in its entirety.

SC-10 OTHER ASSURANCES

The Contractor agrees to fulfill the requirements of any other assurances as may be required by DHHS for the work undertaken by the Contractor. The University further agrees to exercise its best efforts in keeping the Contractor informed of the assurances required.

SC-11 DEBT AND DEBARMENT

By execution of this Subcontract, Contractor assures to the University that it is not delinquent on any Federal debt pursuant to OMB Circular A-129, and that it or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency pursuant to government-wide regulations.

**SC-12 MISCONDUCT IN SCIENCE**

The Contractor assures that it maintains an administrative review process for dealing with and reporting possible misconduct in science and that it is subject to the requirements found in 42 CFR Part 93 ("Public Health Service Policies on Research Misconduct"), or, if not, it agrees to be subject to the policies of the University of Washington for dealing with and reporting possible misconduct in science with respect to research supported through this Subcontract.

**SC-13 LOBBYING RESTRICTIONS**

The Contractor assures that it is in compliance with 45 CFR Part 93. If this Subcontract exceeds \$100,000 a certification, and a disclosure form, if required, shall be filed with the University in accordance with the Federal regulations.

**SC-14 AMERICAN-MADE ITEMS**

To the greatest extent practicable, when purchasing equipment or products under this Subcontract, the Contractor should purchase only American-made items.

**SC-15 FINANCIAL CONFLICT OF INTEREST**

The Contractor assures compliance with the requirements of 42 CFR Part 50, Subpart F, "Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought."

**SC-16 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The Contractor shall not use protected health information created or shared under this Subcontract in any manner that would constitute a violation of HIPAA Act of 1996 and any regulations enacted pursuant to its provisions.

**SC-17 TRAFFICKING VICTIMS PROTECTION**

This Contractor is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104), by reference incorporated herein.

EQUAL EMPLOYMENT OPPORTUNITY

(Section 202, Executive Order 11246, September 24, 1965, 30 FR 11269) During the performance of this Subcontract, the Contractor agrees as follows:

- (1) The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, or national origin. Such action shall include, but not be limited to the following: layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, or national origin.
- (3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies involved as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Contractor will include the provisions of Paragraph (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such actions with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. HEW-144

UNIVERSITY OF WASHINGTON SUBCONTRACT NO. 694958

MODIFICATION NO. 1

The University and Contractor Mutually Agree as Follows:

GENERAL CONDITIONS

ARTICLE I. SCOPE OF WORK - is hereby amended to add to the existing Exhibit A, Scope of Work, the attached Exhibit A, Scope of Work.

Exhibit A, Scope of Work, is attached and hereby appended to this Subcontract.

ARTICLE III. ESTIMATED COST AND EXPENDITURE LIMITATION - is hereby amended to increase the Subcontract by \$190,287.

The cumulative total of "\$1,099,774" should be changed to "\$1,290,061."

Exhibit B, Budget is attached and hereby appended to this Subcontract.

ARTICLE V. ALLOWABLE COST AND PAYMENT - is hereby amended to substitute the third paragraph as follows:

C. The Contractor will submit vouchers to the University for reimbursement at least quarterly, but not more often than monthly, to the following address:

UW Center for AIDS Research  
Box 359931  
University of Washington  
Seattle, WA 98195

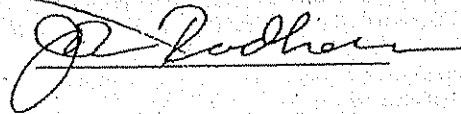
All other terms and conditions remain unchanged.

Approved and Agreed on this 9<sup>th</sup> day of August, 2010 by signatures of authorized officials affixed below:

UNIVERSITY OF WASHINGTON

CONTRACTOR

By: \_\_\_\_\_



Michael J. Blackwell  
(Name)

JOHN RADKOWSKI  
(Name) CONTRACTS & GRANTS OFFICER

Subcontract Manager  
(Title)

\_\_\_\_\_  
(Title)



## INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or  
Meeting Date

I hereby submit the following item for introduction:

1. For reference to Committee:  
    An ordinance, resolution, motion, or charter amendment.
2. Request for next printed agenda without reference to Committee
3. Request for Committee hearing on a subject matter.
4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires...".
5. City Attorney request.
6. Call file from Committee.
7. Budget Analyst request (attach written motion).
8. Substitute Legislation File Nos.
9. Request for Closed Session
10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Small Business Commission      | <input type="checkbox"/> Youth Commission    |
| <input type="checkbox"/> Ethics Commission              | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission |  |

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

**Sponsor(s):** Supervisor Scott Wiener

**SUBJECT:** Accept and Expend Grant – Integrating I-Tech International AIDS Education and Training Center - \$20,682

The text is listed below or attached:

Resolution authorizing the San Francisco Department of Public Health to accept and expend retroactively a grant in the amount of \$20,682 from the University of California San Francisco, to participate in a program entitled "Integrating I-Tech International AIDS Education and Training Center;" for the period of April 1, 2010, through March 31, 2011.

Signature of Sponsoring Supervisor: \_\_\_\_\_

**For Clerk's Use Only:**

