



MODIFICATION No.02
HPTN GRANT
BETWEEN
FAMILY HEALTH INTERNATIONAL (FHI 360)
AND
CITY AND COUNTY OF SAN FRANCISCO (“GRANTEE”)

GRANT NUMBER: PO24002400

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

Funding Summary	Obligated Amount	Total Estimated Award
Prior to this Modification	US \$85,601	US \$85,601
Change	US \$23,367	US \$23,367
Modified Total	US \$108,968	US \$108,968

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

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

Authorized by and accepted for
Family Health International by:

Signed by:
Dominika Cadotte
DD9BF6E23D9845B...

4/17/2025

Signature

Date

Dominika Cadotte

Name

Contracts and Grants Officer

Title

Authorized by and accepted for
Grantee by:

Signed by:
Susan Philip
4C9D2E27476A474...

04/17/2025 | 11:26 AM

Signature

Date

Daniel Tsai

Name (type or print)

Director of Health

Title

Approved as to form, David Chiu, City Attorney
By:

Signed by:
Bess Htisam Hanish
D0523AF4F16D451...

SUMMARY OF MODIFICATION

The purpose of this modification is to:

- Increase the obligation by US \$23,367 for a new total obligation of US \$108,968 through November 30, 2025.
- Increase the Total Estimated Award by US \$23,367 for a new Total Estimated Award amount of US \$108,968 through November 30, 2025.

MODIFICATION DETAILS

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

ARTICLE 2. TYPE OF GRANT

This is a Standard Grant that provides the following:

- (a) **TOTAL ESTIMATED AMOUNT.** The total estimated value of this Grant is US \$108,968. The Grantee agrees to use its best efforts to implement the program within the total estimated budget in *Attachment B, Budget*.
 - (b) **TOTAL OBLIGATED AMOUNT.** This Grant will be incrementally funded by FHI 360. The total obligated funding for this Grant is US \$108,968 through November 30, 2025. FHI 360 will not reimburse the Grantee for expenses greater than the total obligated amount or for costs incurred outside of the period of performance of this Grant. Changes to obligated funding will be in writing as a modification to this Grant.
2. **Attachment B, Budget**, is deleted in its entirety and replaced with the revised Attachment B, Budget.
 3. **Attachment C, Subrecipient Financial Report**, is deleted in its entirety and replaced with the revised Attachment C, Subrecipient Financial Report.

All other terms and conditions remain unchanged and in effect.

ATTACHMENTS

- B. Budget
- C. Subrecipient Financial Report



ATTACHMENT B
BUDGET



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

	Previous Funding Period Obligation	Current Funding Period Obligation	Additional Funding Current Period	Deobligation	Total Obligation	Total Life of Project
	Apr 1 2024 - Nov 30 2024	Dec 1 2024 - Nov 30 2025	Dec 1 2024 - Nov 30 2025	Apr 1 2024 - Nov 30 2025	Apr 1 2024 - Nov 30 2025	Apr 1 2024 - Nov 30 2025
	Amount	Amount	Amount	Amount	Amount	Amount
	USD	USD	USD	USD	USD	USD
1. SALARIES	29,587	22,190	22,190	(5,434)	68,533	68,533
2. FRINGE BENEFITS	10,356	7,767	7,101	(4,776)	20,448	20,448
3. CONSULTANTS	-				-	-
4. EQUIPMENT	-				-	-
5. TRAVEL/TRANSPORTATION	-				-	-
6. SUBAWARDS	-				-	-
7. OTHER DIRECT COSTS	-				-	-
8. INDIRECT COST/G&A	8,972	6,729	6,579	(2,293)	19,987	19,987
TOTAL PROJECT COSTS	48,915	36,686	35,870	(12,503)	108,968	108,968



ATTACHMENT C



Subawardee Financial Report

This report must be submitted to FHI 360 in accordance with the subaward's financial reporting requirements and indicated due dates.

Submit report to: HPTNInvoice@FHI360.org

Reporting Cycle - Monthly

PO No. PO24002400 Reporting Period
 Subaward Start Date 4/1/2024 Today's Date [date]
 Subaward End Date 11/30/2025 Currency: USD
 Subawardee Name City and County of San Francisco
 Subaward Title: HPTN 113 Leadership (Buchbinder)

I. Budget Analysis	Current Obligation 12/01/2024 - 11/30/2025	Total Expenses Previously Reported	Expended This Reporting Period	Total Expended to Date	Obligated Funds Remaining
<i>Amendment #</i>					
Salaries	44,380				44,380
Fringe Benefits (if applicable)	14,868				14,868
Consultants / Professional Fees					
Equipment					
Travel, Transportation, and Per Diem					
Contractual/Subawards					
Other Direct Costs					
Indirect Costs / G&A	13,308				13,308
Other (Specify) =>					
TOTAL	72,556				72,556

Please note that all required supporting documentation per the Terms & Conditions of the subaward must be attached to this form.

II. Summary of Funds

	Amount
Funds Previously Received	
Funds Received this Period	
Total Funds Received from FHI 360	
Total Amount Expended	
Balance on Hand	
Total Interest Earned	

III. Certification and Approval:

I certify that to the best of my knowledge and belief, this Financial Report is a correct, complete and accurate statement, that my organization is properly entitled to payment, and that all amounts requested are for appropriate purposes in strict accordance with the terms and conditions of the subaward.

Subawardee Authorized Official:

Typed name, Title Signature Date

FHI 360 Review and Approval:

FHI 360 Subaward Monitor :

Typed name, Title Signature Date

FHI 360 Finance:

Typed name, Title Signature Date



SUBAWARDEE FINANCIAL REPORT (SFR)

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

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

HEADER SECTION

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

I. BUDGET ANALYSIS

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



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

II. SUMMARY OF FUNDS

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

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

III. CERTIFICATION AND APPROVALS

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



Certificate Of Completion

Envelope Id: 2D02D99C-8C3C-4C20-ABB6-0DE72DA79EB5		Status: Completed
Subject: Complete with Docusign: For Signature HPTN 113 PO24002400 SFDPH City and County SF - Modificati...		
Source Envelope:		
Document Pages: 6	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Dominika Cadotte
AutoNav: Disabled		359 Blackwell Street
Envelopeld Stamping: Disabled		Suite 200
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Durham, NC 27701
		dcadotte@fhi360.org
		IP Address: 155.190.61.27

Record Tracking

Status: Original	Holder: Dominika Cadotte	Location: DocuSign
4/17/2025 12:57:39 PM	dcadotte@fhi360.org	

Signer Events

Dominika Cadotte
dcadotte@fhi360.org
Contracts and Grants Officer
FHI 360
Security Level: Email, Account Authentication (None)

Signature

Signed by:



DD9BF6E23D9845B...

Signature Adoption: Pre-selected Style
Using IP Address: 155.190.18.44

Timestamp

Sent: 4/17/2025 12:57:49 PM
Viewed: 4/17/2025 12:57:53 PM
Signed: 4/17/2025 12:58:21 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	4/17/2025 12:57:49 PM
Certified Delivered	Security Checked	4/17/2025 12:57:53 PM
Signing Complete	Security Checked	4/17/2025 12:58:21 PM
Completed	Security Checked	4/17/2025 12:58:21 PM

Payment Events

Status

Timestamps