



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention

Notice of Award

Award# 5 NU65PS923677-05-00

FAIN# NU65PS923677

Federal Award Date: 02/23/2023

Recipient Information

1. Recipient Name

CITY & COUNTY OF SAN FRANCISCO
101 Grove St
San Francisco, CA 94102-4505
[NO DATA]

2. Congressional District of Recipient

12

3. Payment System Identifier (ID)

1946000417A8

4. Employer Identification Number (EIN)

946000417

5. Data Universal Numbering System (DUNS)

103717336

6. Recipient's Unique Entity Identifier (UEI)

DCTNHRGU1K75

7. Project Director or Principal Investigator

Mr. Jonathan Fuchs
Principal Investigator
jonathan.fuchs@sfdph.org
415-437-7409

8. Authorized Official

Ms. Amanda Kwong
Fiscal Analyst
amanda.kwong@sfdph.org
628-206-7618

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Ms. Edna Green
Grants Management Officer
EGreen@cdc.gov
770-488-2858

10. Program Official Contact Information

Sherry Lomax
Public Health Analyst
skl8@cdc.gov
404-639-6295

Federal Award Information

11. Award Number

5 NU65PS923677-05-00

12. Unique Federal Award Identification Number (FAIN)

NU65PS923677

13. Statutory Authority

Sections 301 and 318 of the PHS Act [42 U.S.C. 241 and 247(c)], as amended

14. Federal Award Project Title

SFDPH High Impact CBA Program

15. Assistance Listing Number

93.834

16. Assistance Listing Program Title

Capacity Building Assistance (CBA) for High-Impact HIV Prevention

17. Award Action Type

Non-Competing Continuation

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 04/01/2023 - **End Date** 03/31/2024

20. Total Amount of Federal Funds Obligated by this Action \$898,776.00

20a. Direct Cost Amount \$860,571.00

20b. Indirect Cost Amount \$38,205.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$898,776.00

26. Period of Performance Start Date 04/01/2019 - **End Date** 03/31/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$4,493,880.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Arthur Lusby
Grants Management Officer, Team Lead

30. Remarks

Continuation: Awards Federal Assistance in amount of \$898,776.



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946000417

Universal Numbering System (DUNS)

103717336

Recipient's Unique Entity Identifier (UEI)

DCTNHRGU1K75

31. Assistance Type

Cooperative Agreement

32. Type of Award

Other

33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$263,526.00
b. Fringe Benefits	\$100,044.00
c. Total Personnel Costs	\$363,570.00
d. Equipment	\$0.00
e. Supplies	\$4,000.00
f. Travel	\$7,800.00
g. Construction	\$0.00
h. Other	\$27,185.00
i. Contractual	\$458,016.00
j. TOTAL DIRECT COSTS	\$860,571.00
k. INDIRECT COSTS	\$38,205.00
l. TOTAL APPROVED BUDGET	\$898,776.00
m. Federal Share	\$898,776.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
9-9390BYL	19NU65PS923677	PS	41.51	93.834	\$0.00	75-19-0950
0-9390BYL	19NU65PS923677	PS	41.51	93.834	\$0.00	75-20-0950
1-9390BYL	19NU65PS923677	PS	41.51	93.834	\$0.00	75-21-0950
2-9390BYL	19NU65PS923677	PS	41.51	93.834	\$0.00	75-22-0950
3-9390BYL	19NU65PS923677	PS	41.51	93.834	\$898,776.00	75-23-0950



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Federal Award Date: 02/23/2023

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

AWARD ATTACHMENTS

CITY & COUNTY OF SAN FRANCISCO

5 NU65PS923677-05-00

1. Award Terms

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number **PS19-1904**, entitled **Capacity Building Assistance (CBA) for High Impact HIV Prevention Program Integration**, and application dated 11/16/2022, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

Approved Funding: Funding in the amount of **\$898,776** is approved for the Year **05** budget period, which is **April 1, 2023** through **March 31, 2024**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third-party in-kind contribution when applicable.

Note: Refer to the Payment Information section for Payment Management System (PMS) subaccount information.

Financial Assistance Mechanism: Cooperative Agreement

Substantial Involvement by CDC: This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

In a cooperative agreement, CDC staff are substantially involved in the program activities, above and beyond routine grant monitoring. CDC activities for this program are as follows:

1. Foster communication, coordination, and collaboration between CDC and CPN members to ensure provision of needed CBA to the HIV prevention workforce.
2. Work with recipients to identify and address challenges that may impede the success of the project. Recipients must work with the assigned CDC Program Consultant, Technical Consultant, and other subject matter experts.
3. Provide access to technical guidance and training that will strengthen staff capacity relevant to implementation of all required activities of the program.
4. Provide guidance to recipients on data collection, use, and submission for monitoring and evaluation activities.
5. Facilitate coordination, collaboration, and where feasible, integration of CBA services among CDC-funded programs (i.e., health departments, CBOs, local and state planning groups, CPN members); other federal agencies and their recipients (e.g., training and TA providers, medical care providers, laboratories, pharmacies, substance abuse treatment centers, mental health clinics, etc.); and other partners working with people living with and at greatest risk for HIV infection toward common

goals of risk reduction, disease detection, and a continuum of HIV prevention, care, and treatment.

6. Provide technical guidance to recipients to improve the quality and effectiveness of work plans, evaluation strategies, products and services, and collaborative activities with other organizations.
7. Collaborate in assessing measurable progress toward meeting program outcomes and in establishing measurement and accountability systems for documenting outcomes, such as increased performance improvements and best or promising practices.
8. Collaborate on components to ensure the provision of appropriate and effective CBA services to the HIV prevention workforce.
9. Collaborate to compile and publish accomplishments, best practices, and lessons learned during the project period (e.g., through conferences, guidance, material development, webinars, data sharing publications, other social media, participation in meetings, committees, conference calls and working groups related to the cooperative agreement and its projects).

Expanded Authority: The recipient **is** permitted the following expanded authority in the administration of the award.

- ☒ Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

Program Income: Addition alternative: Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

Note: The disposition of program income must have written prior approval from the GMO.

FUNDING RESTRICTIONS AND LIMITATIONS

Notice of Funding Opportunity (NOFO) Restrictions:

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed unless the CDC provides written approval to the recipient.

- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
- publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other

Indirect Costs: Per the NOFO, indirect costs on training grants are limited to a fixed rate of 8% percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards and contracts in excess of \$25,000.

REPORTING REQUIREMENTS

Annual Federal Financial Report (FFR, SF-425): The Annual Federal Financial Report (FFR) SF-425 is required and must be submitted in the **Payment Management System** no later than 90 days after the end of the budget period. The FFR for this budget period is due by **June 29, 2024**. Reporting timeframe is **April 1, 2023** through **March 31, 2024**. The FFR should only include those funds authorized and disbursed during the timeframe covered by the report.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, the recipient is required to contact the Grants Officer listed in the contacts section of this notice before the due date.

Additional guidance on submission of Federal Financial Reports can be found at <https://www.cdc.gov/grants/documents/change-in-federal-reporting-fy-2021-recipients.pdf>

Performance Progress and Monitoring: Performance information collection initiated under this cooperative agreement has been approved by the Office of Management and Budget under **OMB Number 0920-1132, "Performance Progress and Monitoring Report", Expiration Date 10/31/2022**. The components of the PPMR are available for download at: <https://www.cdc.gov/grants/alreadyhavegrant/Reporting.html> .

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity

violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Edna M. Green, Grants Management Officer
Centers for Disease Control and Prevention
Office of Grants Services, Branch 1
2939 Flowers Road, MS TV-2
Atlanta, GA 30341
Fax: 770-488-2640 (Include "Mandatory Grant Disclosures" in subject line)
Email: EGreen@cdc.gov (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

PROGRAM OR FUNDING GENERAL REQUIREMENTS

HIV Program Review Panel Requirement: All written materials, audiovisual materials, pictorials, questionnaires, survey instruments, websites, educational curricula, and other relevant program materials must be reviewed and approved by an established program review panel. A list of reviewed materials and approval dates must be submitted to the CDC Grants Management Specialist identified in the CDC Roles and Responsibilities section of this NoA.

Prior Approval: All requests, which require prior approval, must have a cover letter bearing the signature of the authorized organization representative. The recipient must submit these

requests by **November 29, 2023**. Additionally, any requests involving funding issues must include a SF424A, an itemized budget and a narrative justification of the request.

The following types of requests require prior approval:

- Lift funding restriction
- Significant redirection of funds (i.e. cumulative changes of 25% of total award)
- Change in scope
- Implement a new activity or enter into a sub-award that is not specified in the approved budget
- Apply for supplemental funds
- Change in key personnel
- Extensions to period of performance

Templates for prior approval requests can be found at:

<http://www.cdc.gov/grants/alreadyhavegrant/priorapprovalrequests.html>

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<http://www.cdc.gov/grants/alreadyhavegrant/priorapprovalrequests.html>.

Additional information on the electronic grants administration system CDC non-research awards utilize, Grants Solutions, can be found at: <https://www.cdc.gov/grants/grantsolutions/index.html>.

Key Personnel: In accordance with 45 CFR Part 75.308, CDC recipients must obtain prior approval from CDC for (1) change in the project director/principal investigator, business official, authorized organizational representative or other key persons specified in the NOFO, application or award document; and (2) the disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved Project Director or Principal Investigator.

PAYMENT INFORMATION

The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the “P Account”. Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of **Page 2** **Item 34** of the Notice of Award must be known in order to draw down funds.

PROGRAM OR FUNDING SPECIFIC CLOSEOUT REQUIREMENTS

CLOSEOUT REQUIREMENTS

Recipients must submit all closeout reports identified in this section no later than **June 29, 2024**. The reporting timeframe is the full period of performance. If the recipient does not submit all reports in accordance with this section and the terms and conditions of the Federal Award, CDC may proceed to close out with the information available within one year of the period of performance end date unless otherwise directed by authorizing statutes. Failure to submit timely and accurate final reports may affect future funding to the organization or awards under the direction of the same Project Director/Principal Investigator (PD/PI).

Final Performance Progress and Evaluation Report (PPER): This report should include the information specified in the NOFO and is submitted upon solicitation from the GMS/GMO via www.grantsolutions.gov. At a minimum, the report will include the following:

- Statement of progress made toward the achievement of originally stated aims;
- Description of results (positive or negative) considered significant; and
- List of publications resulting from the project, with plans, if any, for further publication.

All manuscripts published as a result of the work supported in part or whole by the grant must be submitted with the performance progress reports.

Final Federal Financial Report (FFR, SF-425): The FFR should only include those funds authorized and expended during the timeframe covered by the report. The Final FFR, SF-425 is required and must be submitted no later than **June 29, 2024** through recipient online accounts in the Payment Management System. The final FFR will consolidate data reporting responsibilities to one entry point within PMS which will assist with the reconciliation of expenditures and disbursements to support the timely close-out of grants.

The final FFR must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. Remaining unobligated funds will be de-obligated and returned to the U.S. Treasury.

Every recipient should already have a PMS account to allow access to complete the SF-425.

Additional guidance on submission of Federal Financial Reports can be found at <https://www.cdc.gov/grants/documents/change-in-federal-reporting-fy-2021-recipients.pdf>.

Equipment and Supplies - Tangible Personal Property Report (SF-428): A completed Tangible Personal Property Report SF-428 and Final Report SF-428B addendum must be submitted, along with any Supplemental Sheet SF-428S detailing all major equipment acquired or furnished under this project with a unit acquisition cost of \$5,000 or more. Electronic versions of the forms can be downloaded by visiting: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby%3D1>

If no equipment was acquired under an award, a negative report is required. The recipient must identify each item of equipment that it wishes to retain for continued use in accordance with 45 CFR Part 75. The awarding agency may exercise its rights to require the transfer of equipment purchased under the assistance award. CDC will notify the recipient if transfer to title will be required and provide disposition instruction on all major equipment.

Equipment with a unit acquisition cost of less than \$5,000 that is no longer to be used in projects or programs currently or previously sponsored by the federal government may be retained, sold, or otherwise disposed of, with no further obligation to the federal government.

CDC Staff Contacts Information is listed on page 1 of the NoA