

File No. 110888

Committee Item No. _____

Board Item No. _____

58

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date: August 2, 2011

Cmte Board

<input type="checkbox"/>		Motion
<input type="checkbox"/>	X	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"/>		Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	X	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input 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)

Completed by: Annette Lonich

Date: July 27, 2011

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

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 matter from Committee (File Number: _____)
- ☐ 7. Budget Analyst request (attach written Motion)
- ☐ 8. Substitute Legislation (File Number: _____)
- ☐ 9. Request for Closed Session
- ☐ 10. Board to Sit as a Committee of the Whole
- ☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

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 Federal Pass - through State Grant - Tanzania Support President's
Emergency AIDS Plan- \$72,877

The text is listed below or attached:

Resolution authorizing the San Francisco Department of Public Health (DPH) to accept and expend retroactively a grant in the amount of \$72,877 from the University of California San Francisco (UCSF), to participate in a program entitled "Tanzania UCSF Technical Assistance to Support the President's Emergency Plan for AIDS;" for the period of April 1, 2011 through March 31, 2012.

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

1 [Accept and Expend Grant - Support for President's Emergency AIDS Plan - \$72,877]

2
3 **Resolution authorizing the San Francisco Department of Public Health to retroactively**
4 **accept and expend a grant in the amount of \$72,877 from the University of California**
5 **San Francisco, to participate in a program entitled "Tanzania UCSF Technical**
6 **Assistance to Support the President's Emergency Plan for AIDS;" for the period of**
7 **April 1, 2011 through March 31, 2012.**

8
9 WHEREAS, UCSF is the recipient of a grant award from the Centers for Disease
10 Control (CDC) supporting the Tanzania UCSF Technical Assistance to Support the
11 President's Emergency Plan for AIDS; and,

12 WHEREAS, With a portion of these funds, UCSF has subcontracted with DPH in the
13 amount of \$72,877 for the period of April 1, 2011 through March 31, 2012; and,

14 WHEREAS, As a condition of receiving the grant funds, UCSF requires the City to
15 enter into an agreement (the "Agreement"), a copy of which is on file with the Clerk of the
16 Board of Supervisors in File No. 110888; which is hereby declared to be a part of this
17 resolution as if set forth fully herein; and,

18 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH
19 for two existing positions, one Supervising Physician Specialist (Job Class 2233) at .15 FTE,
20 and one Manager I (Job Class 0922) at .20 FTE, for the period of April 1, 2011 through March
21 31, 2012; and,

22 WHEREAS, A request for retroactive approval is being sought because DPH did not
23 receive notification of the contract until July 1, 2011 for a project start date of April 1, 2011;
24 and,

FILE NO.

RESOLUTION NO.

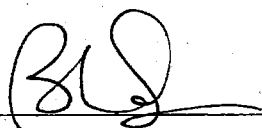
1 WHEREAS, The budget includes a provision for indirect costs in the amount of \$7,808;
2 now, therefore, be it

3 RESOLVED, That DPH is hereby authorized to accept and expend a grant retroactively
4 in the amount of \$72,877 from UCSF; and, be it

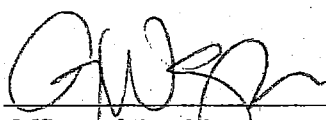
5 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
6 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,
7 be it

8 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
9 agreement on behalf of the City.

10
11 RECOMMENDED:

12 
13 _____
14 Barbara A. Garcia, MPA
15 Director of Health

APPROVED:

16 
17 _____
18 Office of the Mayor

19 
20 _____
21 Office of the Controller



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Barbara A. Garcia, Director of Health
DATE: July 15, 2011
SUBJECT: Grant Accept and Expend
GRANT TITLE: Tanzania UCSF Technical Assistance to Support the President's Emergency Plan for AIDS - \$72,877

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: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

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: Tanzania UCSF Technical Assistance to Support President's Emergency Plan for AIDS
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):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$72,877
- 6a. Matching Funds Required: No
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Centers for Disease Control and Prevention
b. Grant Pass-Through Agency (if applicable): The Regents of the University of California
8. Proposed Grant Project Summary: To provide technical assistance to surveillance related activities which including Zanzibar AIDS Control Program (ZACP) for most at risk populations (MARPS) surveillance in Zanzibar and intravenous drug user (IDU) mapping exercise in Tanzania.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: April 1, 2011 End-Date: March 31, 2012
- 10a. Amount budgeted for contractual services: N/A
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? ☒ [x] Yes ☐ [] No
b1. If yes, how much? \$7,808
b2. How was the amount calculated? 12% of total modified direct costs
c. If no, why are indirect costs not included? N/A

☐ Not allowed by granting agency
☐ Other (please explain):

☐ To maximize use of grant funds on direct services.

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to April 1, 2011. The Department received the renewal subaward on July 1, 2011.

Grant Code is: HCAO29/11

****Disability Access Checklist****

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

16. 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: _____


Per Jason Hashimoto

Date Reviewed: _____

Department Approval: _____


Barbara A. Garcia, MPA

Director of Public Health

Dept / Div: HPH-03
Fund Group: 2S/CHS/GNC
Index Code: HCHPDHIVSVGR
Grant Code: HCAO29
Grant Detail: 1100

SAN FRANCISCO DEPARTMENT OF PUB ALTH
AIDS Office - HIV Epidemiology Section
Tanzania UCSF Technical Assistance to Support President's Emergency Plan for AIDS
April 1, 2011 - March 31, 2012

CATEGORY/LINE ITEM	Annual Salary	26.80% Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
A. PERSONNEL											
1. Supervising Physician Specialist											
2233 7 W. McFarland	196,924	52,776	249,700	15%	0.15	16,410	12	29,539	7,916	37,455	
** 2. Health Program Coordinator III											
2583 5 H Fisher Raymor	90,818	24,339	115,157	20%	0.20	7,568	0	0	0	0	
Manager I											
0822 5 H Fisher Raymor	108,888	29,182	138,070	20%	0.20	9,074	12	21,778	5,836	27,614	
3. COLA											
4% 4%	0	0	0	0%	0.00	0	0	0	0	0	
4. STEP Increases 5%	0	0	0	0%	0.00	0	0	0	0	0	
TOTAL SALARY/FRINGE	396,630	106,297	502,927		0.55			51,316	13,753	65,069	

00101 SALARIES
00103 FRING BN
SUB TOTAL

51,316
13,753
65,069

C. TRAVEL

1. Local Travel (02301)
2. Out-of-Jurisdiction Travel(02101)

Sub Total TRAVEL

0
0
0

D. EQUIPMENT

1. Computers (06061)

Sub Total EQUIPMENT

0
0

E. MATERIALS AND SUPPLIES

1. Office supplies (04951)

Sub Total SUPPLIES

0
0

F. CONTRACTUAL SERVICES (02789)

1. Contracts

Sub Total CONTRACTS

0
0

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

AIDS Office - HIV Epidemiology Section

Tanzania UCSF Technical Assistance to Support President's Emergency Plan for AIDS

April 1, 2011 - March 31, 2012

Dept / Div: HPH-03
Fund Group: 2S/CHS/GNC
Index Code: HCHPH/IVSVGR
Grant Code: HCAO29
Grant Detail: 1100

CATEGORY/LINE ITEM	Annual Salary	26.80% Frtn Ben	Total Annual Sal/Frtn Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frtn Ben Budget	Total Budget	Comments
--------------------	---------------	-----------------	---------------------------	-----------	----------	--------------	-----	---------------	-----------------	--------------	----------

G. OTHER											
1. Rent support/mngt fac (03011)										0	
2. Telephone/Com (03241)										0	
3. Postage (03561)										0	
4. Delivery/Courier svc (03521)										0	
5. Reproduction/Photocopy										0	
a. Photocopier leasing (03131)										0	
b. Photocopier maint (02931)										0	
c. Repro svc (In House)(03551)										0	
6. Print/Slide svc (Outside)(03552)										0	
7. Subscriptions (03571)										0	
8. Staff training (02201)										0	
9. Interpretation (03599)										0	
10. Membership (02401)										0	
11. MIS Services (ACE)(02789)										0	
12. Computer Maint., etc. (02931)										0	
13. SAS Licensing Fees (05221)										0	
14. NDI Match (03599)										0	
15. Refreshments for Community Meetings (04699)										0	
Sub TOTAL OTHER										0	

TOTAL DIRECT COST

65,069

BUDGET SUMMARY

A. SALARIES FTE = 0.55

51,316

B. MANDATORY FRINGE

13,753

C. TRAVEL

0

D. EQUIPMENT

0

E. MATERIALS AND SUPPLIES

0

F. CONTRACT / MOU

0

G. OTHER

0

DIRECT COSTS

65,069

H. INDIRECT COST (12% of total modified direct costs)

7,808

TOTAL BUDGET

72,877

AWARD

72,877

SURPL/(DEFICIT)

(0)

San Francisco Department of Public Health (SFPDH)
AIDS Office
HIV Epidemiology Section
Tanzania UCSF Technical Assistance to Support President's Emergency Plan for AIDS

BUDGET JUSTIFICATION
April 1, 2011 – March 31, 2012

A. PERSONNEL

B. MANDATORY FRINGE

1. 0.15 2233 – Supervising Physician Specialist: W. McFarland
Annual Salary \$196,924 x 0.15 FTE for 12 months = \$29,539
Mandatory Fringe Benefits (@ 26.80%) = \$7,916 \$37,455

Dr. McFarland will provide technical support for surveillance-related activities proposed including incidence estimation, surveillance of most at risk populations (MARPs), and training on surveillance and mapping.

2. 0.20 0922 – Manager I: H. Raymond
Annual Salary \$108,888 x 0.20 FTE for 12 months = \$21,778
Mandatory Fringe Benefits (@ 26.80%) = \$5,836 \$27,614

Mr. Raymond will provide technical assistance with the surveillance-related activities proposed for Tanzania.

Total Personnel:	\$65,069
Total Salaries	\$51,316
Total Fringe	\$13,753
TOTAL PERSONNEL:	\$65,069

C. TRAVEL **\$0**

D. EQUIPMENT **\$0**

E. SUPPLIES **\$0**

F. CONTRACTUAL **\$0**

G. OTHER **\$0**

TOTAL DIRECT COSTS **\$65,069**

H. INDIRECT COSTS (12 % of total modified direct costs) **\$7,808**

TOTAL BUDGET: **\$72,877**

**Amendment 2
to Subaward 6251sc**

between

**The Regents of the University of California
and**

City and County of San Francisco Department of Public Health

Prime Grant Number: U2 GPS001472-03

DPA / Fund Numbers: 444250 / 29529

CFDA Number: 93.067

This Agreement ("Agreement") between The Regents of the University of California, on behalf of its San Francisco campus, a corporation of the State of California ("University") and City and County of San Francisco Department of Public Health (Subcontractor") funded under Grant Number U2 GPS001472 ("Award") from the Department of Health and Human Services Centers for Disease Control and Prevention ("Agency"), for the conduct of a program titled "Tanzania UCSF Technical Assistance to Support President's Emergency Plan for AIDS", under the direction of George Rutherford, MD, Principal Investigator designated for University and William McFarland, MD, PhD, Project Director designated for Subcontractor, is amended as follows:

Article I - Scope of Work

Additional tasks are required for this period of performance as indicated in the Scope of Work, included as Attachment A.

Article III - Term

The Amendment 2 period of performance is 4/1/2011 through 3/31/2012.

Article IV - Compensation

Amendment 2 allocates \$72,877.00, as itemized in Attachment B, for the period of performance reflected in Article III. This amount will not be exceeded without prior written approval of the University's Principal Investigator and a subsequent formal amendment to this Agreement.

Article XIX - Agency Policies

Applicable provisions of the current Award are hereby incorporated. The Notice of Award is included as Attachment C.

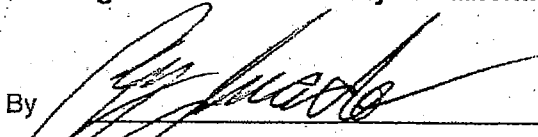
All other terms and conditions remain the same.

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

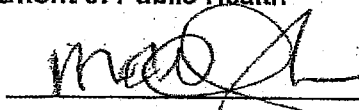
The Regents of the University of California

**City and County of San Francisco
Department of Public Health**

By


Regnier Jurado
Manager, Subcontracts Team
Office of Sponsored Research

By


Name: Marcellina A. Ogbu
Title: Director of Community Programs

Date

06/30/2011

Date

7/1/11

**Scope of Work
Tanzania Surveillance Co-ag
April 1, 2011 – March 31, 2012**

San Francisco Department of Public Health

Scope of Work: The San Francisco Department of Public Health will provide TA to surveillance related activities in Tanzania. This includes –

- 1) Provide TA to ZACP for MARPS surveillance in Zanzibar (IBBS and size estimation surveillance of MARPS in Pemba and to repeat MARPS surveillance in Unguja.), TA includes assistance with protocol development, Training for Rapid Assessment/situational analysis, Training and support during implementation of IBBS, TA to data cleaning, analysis and report writing.
- 2) TA for IDU mapping exercise to understand the scope of injection drug use along the coast and transit corridors of Tanzania in order to inform geographical targeting of prevention interventions
 - o Use mapping techniques to gather data on hotspots for injection drug use
 - o Conduct population size estimation activities
 - o Triangulate data using the HIV/AIDS Surveillance Project (HASP) mapping approach

San Francisco Department of Public Health (SFDPH)

Willi McFarland, M.D., Ph.D., Dr. McFarland is director of HIV sero-surveillance for the San Francisco Department of Public Health, an associate adjunct professor of epidemiology at UCSF, and regional coordinator for Africa for the CAPS International Program. An expert in second-generation HIV surveillance and in surveillance methods for incident HIV infection, Dr. McFarland will provide technical support for surveillance-related activities proposed, including incidence estimation, surveillance of MARPs, and training on surveillance and mapping. We are requesting 15% salary support for Dr. McFarland.

Henry Fischer Raymond, M.P.H. is the Director of Behavioral Surveillance at the San Francisco Department of Public Health. Mr. Raymond will support Dr. McFarland with the surveillance-related activities proposed for Tanzania. We requesting 20% salary support Mr. Raymond.

ATTACHMENT B

San Francisco Department of Public Health Subcontract
Budget Period: 4/1/2011-3/31/2012
Budget Name: Tanzania Surveillance

Personnel	Position Title	Current Salary	% effort	# mos.	Salary	Benefits	Total
McFarland, Will	Director of Surveillance	\$186,824	16%	12	\$29,539	\$7,816	\$37,455
Raymond, Henry	Sr. Technical Advisor	\$108,888	20%	12	\$21,778	\$5,836	\$27,614
							\$0
							\$0
							\$0
Total Personnel			35%		\$51,316	\$13,753	\$65,069
Total Direct Costs							\$65,069
Overhead at 12%							\$7,808
Grand Total							\$72,877



COOPERATIVE AGREEMENTS
Department of Health and Human Services
Centers for Disease Control and Prevention
NATIONAL CENTER FOR HIV, VIRAL HEPATITIS, STDs AND TB PREVENTION

Notice of Award

Issue Date: 04/13/2011



ATTACHMENT C

Grant Number: 5U2GPS001472-03

Principal Investigator(s):
GEORGE WILLIAMS RUTHERFORD, MD

Project Title: TANZANIA UCSF TECHNICAL ASSISTANCE TO SUPPORT PRESIDENTS
EMERGENCY PLAN FOR AIDS

JOAN ERICA KAISER
REGENTS OF UC, SAN FRANCISCO
3333 CALIFORNIA STREET
SUITE 315
SAN FRANCISCO, CA 94118

Award e-mailed to: cgrasteam@ucsf.edu

Budget Period: 04/01/2011 – 03/31/2012

Project Period: 04/01/2009 – 03/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$250,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to UNIVERSITY OF CALIFORNIA-SAN FRANCISCO in support of the above referenced project. This award is pursuant to the authority of Section 307 Public Health Service Act, 42 U.S.C. Section 2421 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Roslyn Curington
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 5U2GPS001472-03**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$77,449
Fringe Benefits	\$24,065
Personnel Costs (Subtotal)	\$101,514
Supplies	\$1,248
Consortium/Contractual Cost	\$50,301
Travel Costs	\$23,600
Other	\$23,729

Federal Direct Costs	\$200,392
Federal F&A Costs	\$49,608
Approved Budget	\$250,000
Federal Share	\$250,000
TOTAL FEDERAL AWARD AMOUNT	\$250,000

AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$250,000
--	------------------

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

04 \$90,000
05 \$90,000

Fiscal Information:

CFDA Number: 93.067
EIN: 1946036493A6
Document Number: UPS001472A

	IC	CAN	2011	2012	2013
GH		939ZLFY	\$250,000	\$90,000	\$90,000

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
3	\$250,000	\$250,000
4	\$90,000	\$90,000
5	\$90,000	\$90,000

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

CDC Administrative Data:

PCC: N / OC: 4151 / Processed: CURINGTONR 04/13/2011

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U2GPS001472-03

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office 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 hhs tips@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. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 5U2GPS001472-03

This award is based on the application submitted to, and as approved by, CDC on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award is funded by the following list of Institutes. Any papers published under the auspices of this award must cite the funding support of all Institutes.

Coordinating Office Of Global Health (GH) "

Treatment of Program Income:
Additional Costs

SECTION IV – PS Special Terms and Conditions – 5U2GPS001472-03

Funding Opportunity Announcement (FOA) Number: PS09-904
Award Number: 5U2GPS001469-03
Approval List Number: I02001K11

TERMS AND CONDITIONS OF THIS AWARD

NOTE 1. INCORPORATION: Funding Opportunity Announcement Number PS09-904 entitled, "Technical Assistance in Support of HIV Prevention, Care, & Treatment Programs and Other Infectious Diseases that Impact HIV Infected Patients in Support of the President's Emergency Plan for AIDS Relief (PEPFAR)", and application dated 02/07/2011, as amended, are made a part of this Non-Research Continuation award by reference.

NOTE 2. The continuation application has been reviewed and approved in the amount of \$500,000.00. This action partially awards new funds in the amount of \$250,000.00 for budget period 03, from April 1, 2011 to March 31, 2012. The awarding of the remaining \$250,000.00 during the budget period is subject to funds availability.

NOTE 3. GOVERNING REGULATIONS, POLICIES AND PROCEDURES: Title 45 Code of Federal Regulation Part 74, 2 CFR Part 215 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit Organizations and 2 CFR 220 Cost Principles Educational Institutions.

NOTE 4. INDIRECT COSTS: Indirect costs are approved based on the Indirect Cost Rate Agreement dated 12/14/2005, which calculates indirect costs as follows, a Predetermined rate is approved at a rate of 26% of the base. The effective dates of this indirect cost rate are from 07/01/2005 to until amended.

NOTE 5. HUMAN SUBJECTS - DATA COLLECTION: Data collection activities, evaluations or assessments, examination of patient records done for the purpose of research, evaluation or surveillance will require protocol submission, review and approval or determination from CDC/Atlanta prior to implementation. Also, any impact evaluation that would involve surveys, interviews, focus groups, etc. would need protocols in advance for human subject review and approval. Any local IRB approvals, IRB-exempt determinations or institutional non-research determinations already obtained that relate to project activities should be submitted to CDC GAP/Atlanta. Funding for activities that are clearly service delivery may proceed without restrictions.

NOTE 6. RESPONSE TO TECHNICAL REVIEW: The grantee is required to submit responses to weaknesses, restrictions and recommendations noted in the Technical Review. Submit responses in writing to the Grants Management Specialist within 30 days of receiving the Notice of Award.

NOTE 7: REPORTING REQUIREMENTS

CENTRAL CONTRACTOR REGISTRATION and UNIVERSAL IDENTIFIER REQUIREMENTS:

All applicant organizations must obtain a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal grants or cooperative agreements. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An AOR should be consulted to determine the appropriate number. If the organization does not have a DUNS number, an AOR should complete the US D&B D-U-N-S Number Request Form or contact Dun and Bradstreet by telephone directly at 1-866-705-5711 (toll-free) to obtain one. A DUNS number will be provided immediately by telephone at no charge. Note this is an organizational number. Individual Program Directors/Principal Investigators do not need to register for DUNS.

Additionally, all applicant organizations must register in the Central Contractor Registry (CCR) and maintain the registration with current information at all times during which it has an application under consideration for funding by CDC and, if an award is made, until a final financial report is submitted or the final payment is received, whichever is later. CCR is the primary registrant database for the Federal government and is the repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR internet site at www.ccr.gov.

If an award is granted, the grantee organization must notify potential sub-recipients that no organization may receive a subaward under the grant unless the organization has provided its DUNS number to the grantee organization.

FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agencies responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:

http://irwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf

FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY ACT of 2006:

Public Law 109-282, the Federal Funding Accountability and Transparency Act of 2006 as amended (FFATA), requires full disclosure of all entities and organizations receiving Federal funds including grants, contracts, loans and other assistance and payments through a single publicly accessible Web site, USASpending.gov. The Web site includes information on each Federal financial assistance award and contract over \$25,000, including such information as:

1. The name of the entity receiving the award
2. The amount of the award
3. Information on the award including transaction type, funding agency, etc.
4. The location of the entity receiving the award
5. A unique identifier of the entity receiving the award; and
6. Names and compensation of highly-compensated officers (as applicable)

Compliance with this law is primarily the responsibility of the Federal agency. However, two elements of the law require information to be collected and reported by recipients: 1) information on executive compensation when not already reported through the Central Contractor Registry; and 2) similar information on all sub-wards/subcontract/consortiums over \$25,000.

For the full text of the requirements under the Federal Funding Accountability and Transparency Act of 2006, please review the following website:
http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_bill&docid=f:s2590enr.txt.pdf

NON-DELINQUENCY on FEDERAL DEBT

The Federal Debt Collection Procedures Act of 1990 (Act), 28 U.S.C. 3201(e), provides that an organization or individual that is indebted to the United States, and has a judgment lien filed against it, is ineligible to receive a Federal grant. CDC cannot award a grant unless the AOR of the applicant organization (or individual in the case of a Kirschstein-NRSA Individual fellowship) certifies, by means of his/her signature on the application, that the organization (or individual) is not delinquent in repaying any Federal debt. If the applicant discloses delinquency on a debt owed to the Federal government, CDC may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed. In addition, once the debt is repaid or satisfactory arrangements made, CDC will take that delinquency into account when determining whether the applicant would be a responsible CDC grant recipient.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a CDC grant until the judgment is paid in full or is otherwise satisfied. No funds may be used for or re-budgeted following an award to pay such an individual. CDC will disallow costs charged to awards that provide funds to individuals in violation of this Act.

These requirements apply to all types of organizations and awards, including foreign grants.

NOTE 8: ANNUAL REPORTING REQUIREMENTS:

a.) ANNUAL FINANCIAL STATUS REPORT:

The Annual Financial Status Report (FSR) is required and must be submitted 90 days after the end of each budget period. The FSR for this budget period is due to the Grants Management Specialist by June 30, 2012. Reporting timeframe is 4/1/11 - 03/31/12. The FSR should only include those funds authorized and disbursed during the timeframe covered by the report. If the FSR is not finalized by the due date, an Interim FSR must be submitted, marked NOT FINAL, and an amount of un-liquidated obligations should be annotated to reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by reviewing, <http://www.whitehouse.gov/omb/grants/sf269a.pdf> (short form) or <http://www.whitehouse.gov/omb/grants/sf269.pdf> (long form).

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, you are required to submit a letter explaining the reason and date by which the Grants Officer will receive the information.

The FSR is a requirement of this cooperative agreement and must be submitted and finalized every year of the project. The finalized FSR must be submitted within 12 months of the due date. FSRs should not be handwritten or typed on a typewriter.

The report must contain the following:

- Status/Progress of Current Budget Period Goals and Objectives
- Also include key organizational changes, key staff changes, and an implementation plan for each activity.
- New Budget Period Program Proposed Activity Objectives and timelines
- Ensure Objectives are specific, measurable, appropriate, realistic, and time-phased.
- Measures of Effectiveness.
- Additional requested information.
- Detailed Line-Item Budget and Justification.
- Use the SF424 forms: http://www.whitehouse.gov/omb/grants/grants_forms.html
- For the Budget details and justification follow the Budget Guidelines at: <http://www.cdc.gov/od/pgo/funding/grantmain.htm>

II. The Annual Progress Report (APR) will be due 90 days following the end of the budget period June 30, 2012. APR programmatic guidance will be provided at a later date. Reporting timeframe is June 30, 2012.

NOTE: Recipient may send an electronic/email of the scanned reports to the Grants Management Specialist and Project Officer. If that is not possible an original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the DUE DATE noted. Ensure the Award and FUNDING OPPORTUNITY ANNOUNCEMENT AND COOPERATIVE AGREEMENT NUMBER IS ON ALL REPORTS.

NOTE 9: SUBGRANT/SUBRECIPIENT AWARDS: Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organizations established procedures.

NOTE 10: TRAVEL COST: In accordance with Health and Human Services (HHS) Grants Policy Statement, travel is only allowable for personnel directly charged and approved on the grant/cooperative agreement. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of Award. To prevent disallowance of cost, Recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organizations established travel policies and procedures.

NOTE 11: FOOD AND MEALS: Costs associated with food or meals are NOT permitted unless Included with per diem as a part of official travel.

NOTE 12: PRIOR APPROVAL: All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be postmarked no later than 120 days prior to the end date of the current budget period and submitted with an original plus two copies. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Use of unobligated funds from prior budget period (Carryover); 2) Lift funding restriction, withholding, or disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant; 5) Supplemental funds; 6) Response to Technical Review or Summary Statement, 7) Change in Key Personnel, or 8) Liquidation Extensions.

NOTE 13: CORRESPONDENCE: ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Percy Jernigan, Grants Management Specialist
Centers for Disease Control and Prevention,
Acquisition and Assistance Branch IAAB
Procurement and Grants Office (PGO)
2920 Brandywine Road, Mail Stop K-70
Atlanta, GA 30341-4146

NOTE 14: INVENTIONS: Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

NOTE 15: PUBLICATIONS: Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Cooperative Agreement Number 5U2GPS001469-03 from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

NOTE 16: CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer: If a conference is funded by a grant, cooperative agreement, sub-grant and/or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logos: Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the conference source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, and contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

NOTE 17: EQUIPMENT AND PRODUCTS: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organizations policy.

The grantee may use its own property management standards and procedures provided it observes provisions of the following sections in the Office of Management and Budget (OMB) Circular A-110 and 45 CFR Part 92:

I. Office of Management and Budget (OMB) Circular A-110, Sections 31 through 37 provides the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations. For additional information, please review the following website: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>

II. 45 CFR Parts 92.31 and 92.32 provides the uniform administrative requirements for grants and cooperative agreements to state, local and tribal governments. For additional information, please review the following website listed: http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html

17 (a): Required Information to submit for Purchasing Vehicles with Government Funds

- Provide an analysis of purchasing versus leasing a vehicle
- Provide three (3) quotes for the proposed vehicles before purchasing
- State the purpose of vehicle(s) (i.e. Is vehicle for Official Use Only
- State type of license plate for vehicle (i.e. local plates or diplomatic plates)

NOTE 18: PROGRAM INCOME: Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative. The disposition of program income must have written prior approval from the Grants Management Officer.

Additional Costs Alternative--Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on lines 10r and 10s, as appropriate, of the FSR (Long Form).

NOTE 19: KEY PERSONNEL: In accordance with 45 CFR 74.25(c) (2) & (3) CDC recipients shall obtain prior approvals from CDC for (1) change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

Note 20: TRAFFICKING IN PERSONS. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award terms and conditions, please review the following website:
http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_In_Persons.shtm

NOTE 21: ACKNOWLEDGMENT OF FEDERAL SUPPORT: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

NOTE 22: PROHIBITION ON USE OF CDC FUNDS FOR CERTAIN GUN CONTROL ACTIVITIES:

Disclaimer: Omit this section if the award being processed is not associated with the National Center for Injury Prevention and Control at CDC.

The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, specifies that: None of the funds made available for the National Center for Injury Prevention and Control at CDC may be used to advocate or promote gun control.

Anti-Lobbying Act requirements prohibit lobbying Congress with appropriated Federal monies. Specifically, this Act prohibits the use of Federal funds for direct or indirect communications intended or designed to influence a Member of Congress with regard to specific Federal legislation. This prohibition includes the funding and assistance of public grassroots campaigns intended or designed to influence Members of Congress with regard to specific legislation or appropriation by Congress.

In addition to the restrictions in the Anti-Lobbying Act, CDC interprets the new language in the CDC's Appropriations Act to mean that CDC's funds may not be spent on political action or other activities designed to affect the passage of specific Federal, State, or local legislation intended to restrict or control the purchase or use of firearms.

For the full text of the award terms and conditions, please review the following CDC website:
http://www.cdc.gov/od/pgo/funding/grants/additional_req.shtm#ar13

NOTE 23: COST RECOVERY CONDITIONS: The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended, by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery of costs incurred at each Superfund site from potential responsible parties. The recipient agrees to maintain an accounting system that will keep an accurate, complete and current accounting of all financial transactions on a site specific basis, i.e., individual, time, travel, and associated costs including indirect costs, as appropriate for the site. The recipient will retain the documents and records to support these financial transactions, for possible use in a cost recovery case, for a minimum of ten (10) years after submission of a Financial Status Report (FSR)/Federal Financial Report (FFR), unless there is a litigation claim, negotiation, audit or other action involving the specific site, then the records will be maintained until resolution of all issues on the specific site.

All purchases for equipment must be approved in writing prior to purchase and meet the following conditions:

- a. The equipment must be compatible with CDC hardware.
- b. The equipment must be returned to CDC in operable condition at the conclusion of the project period.

NOTE 24: COMPLIANCE WITH EO13513, Federal Leadership on Reducing Text Messaging while Driving, October 1, 2009 is required. Grant recipients and sub-recipients of grant funds are prohibited from texting while driving a Government owned vehicle or when using Government furnished electronic equipment while driving any vehicle. This award is subject to the requirements of Executive Order (EO 13513). For the full text of the award term and condition, please review the following website: http://www.cdc.gov/od/pgo/funding/Addtl_Reqrmts.htm.

NOTE 25: PAYMENT INFORMATION: Automatic Drawdown

PAYMENT INFORMATION: Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

a.) PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM
P.O. Box 6021
Rockville, MD 20852

Phone Number: (877) 614-5533
University and Non-Profit Payment Branch (301) 443-2672
Governmental and Tribal Payment Branch (301) 443-2569
Cross-Servicing Payment Branch: (301) 443-0377
Email: PMSSupport@psc.gov
Website: http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx/explorer.event=true

b.) If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

Division of Payment Management
FMS/PSC/HHS
Rockwall Building #1, Suite 700
11400 Rockville Pike
Rockville, MD 20852

NOTE 26: ACCEPTANCE OF THE TERMS OF AN AWARD:

By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

NOTE 27: CERTIFICATION STATEMENT: By drawing down funds, Awardee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional Intent of the President.

NOTE 28: AUDIT REQUIREMENT: An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

The audit report must be sent to:
Federal Audit Clearing House
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: govs.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)
ATTN: Audit Resolution, Mail Stop E-14
2920 Brandywine Road
Atlanta, GA 30341-4146

