

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.24  
(ID # 6375)

MEETING DATE:

Tuesday, March 13, 2018

FROM : PUBLIC SOCIAL SERVICES:

SUBJECT: DEPARTMENT OF PUBLIC SOCIAL SERVICES: Ratification of Amendment No. 4 to Agreement #AS-03242, with The Regents of the University of California, University of California Los Angeles (UCLA). [Districts All]; [Total increase: \$99,385, Aggregate \$177,454 - The Regents of the University of California, UCLA]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and authorize the Chairman of the Board to execute amendment 4 to agreement #AS-03242 with The Regents of the University of California, University of California Los Angeles (UCLA), covering the period July 1, 2017 through June 30, 2018, in an increased amount not to exceed \$99,385, to an aggregate of \$177,454.
2. Authorize the Director of DPSS, or designee, to take all necessary steps to administer and implement agreement AS-03242-04 and amendments thereto approved by this Board, including subsequent and necessary documents for such administration and implementation, subject to form approval by County Counsel.

ACTION: Policy


  
Susan Von Zabern, Director of Public Social Services 2/2/2018

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: March 13, 2018  
xc: DPSS

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 99,385	\$ 0	\$177,454	\$ 0
<b>NET COUNTY COST</b>	\$	\$	\$	\$
<b>SOURCE OF FUNDS:</b> The Regents of the University of California, UCLA-100%			<b>Budget Adjustment No</b>	
			<b>For Fiscal Year:</b> 17/18	

**C.E.O. RECOMMENDATION:** Approve.

**BACKGROUND:**

**Summary**

DPSS collaborates with UCLA PICATE on design and implementation of a planned inter-professional training curriculum focused on: interdisciplinary teamwork and communication; common geriatric conditions; and team-based inter-professional competency training in cognitive and mobility issues. DPSS staff, partner health care plan staff and In-Home Supportive Services providers receive this training. Amendment 4 continues this effort through June 30, 2018.

**Impact on Residents and Businesses**

The training curriculum provides inter-professional and issue-specific priority-condition training curriculum to four cohorts of learners over the three-year project period. The PICATE project seeks to:

1. Improve health outcomes for older adults by redesigning the way primary care clinics screen for, manage and measure outcomes for two paradigm conditions of aging—cognition and mobility disorders—identified through needs assessments to be high public health priorities for the underserved region of Riverside County.
2. Improve the in-home care of at-risk, complex patients, diagnosed or undiagnosed with Alzheimer's disease and dementia, receiving In-Home Supportive Services.

**Additional Fiscal Information**

Funding for this agreement was budgeted through the normal county budget process and no budget adjustment is necessary.

**Contract History and Price Reasonableness**

**Current contract action**

In FY 17/18, DPSS will receive \$99,385 in grant funding from The Regents of the University of California, University of California Los Angeles (UCLA) to support PICATE.

**Prior contract actions**

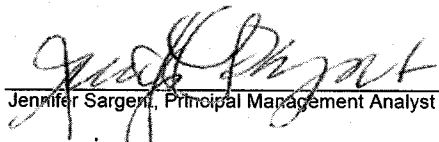
**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

The original agreement, in the amount \$56,638, received Board approval on 3/8/16 (item # 3-10) for FY 15/16. Amendment 1 (approved 12/6/16, 3.31) increased the funding allocation by \$67,114. Amendment 2 increased the funding allocation by \$29,480 and requested budgeted staffing changes, including research, development and planning staff. Amendment 3, requested by UCLA, reduced a previously approved funding allocation by \$31,046. Amendment 4 also reduces a previously approved funding allocation by \$44,036. Federal funding obligated to date is \$177,453.63.

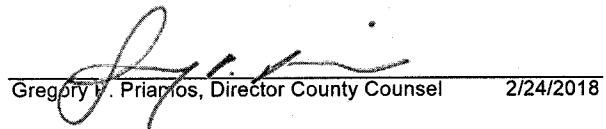
**Prev. Agn. Ref.:** 12/06/16 (#3.31); 03/8/16 (#3.10)

**ATTACHMENTS:**

- A. Amendment No. 4 to Agreement #AS-03242 with The Regents of the University of California, Los Angeles (UCLA) (3 Copies)

  
Jennifer Sargent, Principal Management Analyst

3/8/2018

  
Gregory V. Priamos, Director County Counsel

2/24/2018

**UCLA Subaward No. 1558 G TA255**

**Amendment No. 4**

The Cost Reimbursement Subaward by and between The Regents of the University of California ("UCLA") and Riverside County Department of Public Social Services ("Subrecipient") is hereby amended as follows:

Article 2: Key Personnel and Performance is amended and the following is substituted:

The Subrecipient Principal Investigator (PI) is considered key personnel and essential to the work conducted under this Subaward. The Subrecipient will make reasonable efforts in performing the work under this Subaward and services will be rendered at a level commensurate with professional standards acceptable in the discipline and within the scope of the project.

UCLA PI: Zaldy Tan  
Subrecipient PI: *Jennifer Claar*

Article 3: Period of Performance is amended and the following is substituted:

The period of performance under this Subaward shall commence on July 1, 2015 and terminate on *June 30, 2018*.

Article 4: Limitation of Cost is amended and the following is added:

*Amendment No. 4 de-obligates Year 2 funds in the amount of \$44,036.<sup>48</sup> from the budget period of July 1, 2016 through June 30, 2017. Total costs for Year 2 are now \$ 52,557.<sup>52</sup>.*

Subject to the availability of funds from the Prime Sponsor, UCLA agrees to reimburse Subrecipient for allowable costs actually incurred during performance of work under this Subaward in accordance with *Attachment B – Budget Year 3. Amendment No. 4 provides Year 3 funds in the amount of \$99,385 for the budget period of July 1, 2017 through June 30, 2018*. Subrecipient shall not be reimbursed for costs incurred in excess of the stated maximum amount payable without an executed amendment to this Subaward. Subrecipient shall notify UCLA's Principal Investigator at a time it anticipates that, within 60 days, funding will be insufficient to accomplish the purposes of this Subaward.

Article 22: Administrative Requirements is amended and the following is substituted:

This Subaward shall be administered in accordance with, and Subrecipient shall comply with the Administrative Requirements listed in *Attachment F: Amended* as applicable, which are incorporated herein by reference.


All other terms and conditions remain unchanged.

Reminder: Article 7: Prior Approvals

Carry forward of unexpended funds from one budget period to another (as shown in Article 4) requires prior written, per Article 15, approval of UCLA. Requests for prior approvals must be submitted to both UCLA Authorized Representative and Principal Investigator/Technical Contact as shown in Article 24.

In witness whereof, the parties have executed this amendment as of the day and year written below.

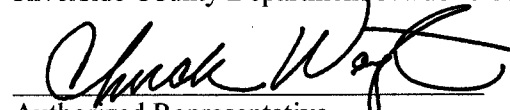
The Regents of the University of California



Authorized Representative  
Mary Haskins  
UCLA Subaward Officer  
mhaskins@research.ucla.edu  
UCLA Ref: 20153696

Date: *1/29/2018*

Riverside County Department of Public Social Services

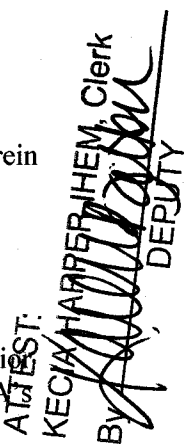


Authorized Representative  
Name: **CHUCK WASHINGTON**  
Title: **CHAIRMAN, BOARD OF SUPERVISORS**  
Email:  
Total Federal Funds Obligated to Date: *\$177,453.<sup>63</sup>*

Date:

MAR 13 2018 *3.24*

FORM APPROVED COUNTY COUNSEL  
BY:  *2/15/18*  
DATE  
DANIELLE D. MALAND

ATTEST:  
KECIA HARPER, IHM, Clerk  
BY:  DEPUTY

*This Award is issued under the Federal Funding Accountability and Transparency Act (FFATA)*

**ATTACHMENT B – Budget Year 3**

See Attached

**UCLA GWEP**  
**Riverside County Department of Public Social Services**  
**YEAR 3: 7/1/2017 - 6/30/2018**

**FACULTY**

Name	Role	Base	Effort %	Salary	FB (%)	FB(\$)	Total
Jennifer Claar	Assistant Director, Adult Services; Project Lead (Contributed)	\$ 157,136	5%	\$7,857	45%	\$3,536	\$11,392

<b>Subtotal Faculty</b>		\$157,136	5%	\$7,857		\$3,536	<b>\$11,392</b>
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**PERSONNEL**

Name	Role	Base	Effort %	Salary	FB (%)	FB(\$)	Total
TBN	Research, Staff Development and Planning Staff	\$85,000	40%	\$34,000	45%	\$15,300	\$49,300

<b>Subtotal Personnel</b>		\$85,000	40%	\$34,000		\$15,300	<b>\$49,300</b>
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**SUPPLIES**

<b>Office Supplies</b>							
General Office Supplies		\$20	12				\$240
<b>Interprofessional Team Trainings</b>							
Printed Marketing Materials	Cohort 4	\$2.50	300	1			\$750
Room Rentals	Cohort 4	\$200	3	1			\$600
AV Rentals	Cohort 4	\$100	3	1			\$300
Educational Meeting Materials	Cohort 4 (all programs)	\$25	50	3			\$3,750
Faculty Packets	IPT Training, TIC Dementia, TIC Falls	\$10	15	3			\$450
<b>Subtotal Supplies</b>							<b>\$6,090</b>

**TRAVEL**

<b>Local Travel - Planning Meetings</b>							
Hotel		\$150	2	1	3		\$900
Per diem		\$50	2	1	2		\$200
Ground Transportation (Mileage)		\$0.575	2	220	1		\$253

<b>Subtotal Travel</b>							<b>\$1,353</b>
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<b>TOTAL DIRECT COSTS</b>							<b>\$56,743</b>
F&A Base							\$56,743
F&A @ 8%					8.0%		\$4,539
<b>TOTAL COSTS</b>							<b>\$61,282</b>

**UCLA GWEP**  
**Riverside County Department of Public Social Services**  
**7/1/2017 - 6/30/2018**

**FACULTY**

Name	Role	Base	Effort %	Salary	FB (%)	FB(\$)	Total
Jennifer Claar	Assistant Director, Adult Services; Project Lead (Contributed)	\$ -	0%	\$0	0%	\$0	\$0

<b>Subtotal Faculty</b>		\$0	0%	\$0		\$0	<b>\$0</b>
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**PERSONNEL**

Name	Role	Base	Effort %	Salary	FB (%)	FB(\$)	Total
TBN	Research Staff Development and Planning Staff	\$0	0%	\$0	45%	\$0	\$0

<b>Subtotal Personnel</b>		\$0	0.0%	\$0		\$0	<b>\$0</b>
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**SUPPLIES**

	Cost	Quantity	
<b>Office Supplies</b>			
General Office Supplies	\$0	-	\$0
<b>Interprofessional/Caregiver Team Trainings</b>			
Unpaid balance on training material purchases made FY16-17	\$17,287	1.0	\$17,287
Montreal Cognitive Assessment (MoCA) Training materials	\$25.00	60	\$1,500
MoCA Training and Certification	\$125.00	60	\$7,500
<b>Subtotal Supplies</b>			<b>\$26,287</b>

**TRAVEL**

<b>Geriatric Conference Travel</b>			
Hotel	\$450.00	6	\$2,700
Per diem	\$0		\$0
Transportation	\$450.00	6	\$2,700
Registration Costs	\$599.00	6	\$3,594
<b>Subtotal Travel</b>			<b>\$8,994</b>

<b>TOTAL DIRECT COSTS</b>			<b>\$35,281</b>
F&A Base			\$35,281
F&A @ 8%		8.0%	\$2,822
<b>TOTAL COSTS</b>			<b>\$38,103</b>

*This Award is issued under the Federal Funding Accountability and Transparency Act (FFATA)*


**Attachment F: Amended – Administrative Requirements**

Notice of Award regarding Cooperative Agreement Award No. U1QHP28725:01, U1QHP28725:02, U1QHP28725:02-01 (as previously provided) *and U1QHP28725:03-00* (See Attached);

HHS Grants Policy Statement (<http://www.hhs.gov/grants/grants/policies-regulations/hhsgps107.pdf>); and

2 CFR Part 200 Uniform Guidance: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.



<b>1. DATE ISSUED:</b> 06/09/2017		<b>2. PROGRAM CFDA:</b> 93.969		 <b>U.S. Department of Health and Human Services</b> <b>HRSA</b> Health Resources and Services Administration <b>NOTICE OF AWARD</b> AUTHORIZATION (Legislation/Regulation) Public Health Service (PHS) Act Title VII, Sections 750 and 753(a), and PHS Act Title VIII, Section 865																																																							
<b>3. SUPERSEDES AWARD NOTICE dated:</b> except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.																																																											
<b>4a. AWARD NO.:</b> 5 U1QHP28725-03-00		<b>4b. GRANT NO.:</b> U1QHP28725						<b>5. FORMER GRANT NO.:</b>																																																			
<b>6. PROJECT PERIOD:</b> <b>FROM:</b> 07/01/2015 <b>THRU:</b> 06/30/2018																																																											
<b>7. BUDGET PERIOD:</b> <b>FROM:</b> 07/01/2017 <b>THROUGH:</b> 06/30/2018																																																											
<b>8. TITLE OF PROJECT (OR PROGRAM):</b> Geriatrics Workforce Enhancement Program																																																											
<b>9. GRANTEE NAME AND ADDRESS:</b> UNIVERSITY OF CALIFORNIA, LOS ANGELES Office of Contract and Grant Administration, 11000 Kinross Avenue, Suite 211 Los Angeles, CA 90095-2000 <b>DUNS NUMBER:</b> 092530369				<b>10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)</b> Zaldy S. Tan UNIVERSITY OF CALIFORNIA, LOS ANGELES MailStop Code: MC: 168707 Division Line: Medicine/Geriatrics 10945 Le Conte Avenue Los Angeles, CA 90095-1687																																																							
<b>11. APPROVED BUDGET: (Excludes Direct Assistance)</b> <input checked="" type="checkbox"/> Grant Funds Only <input type="checkbox"/> Total project costs including grant funds and all other financial participation <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>a. Salaries and Wages :</td><td></td></tr> <tr><td>b. Fringe Benefits :</td><td></td></tr> <tr><td>c. Total Personnel Costs :</td><td></td></tr> <tr><td>d. Consultant Costs :</td><td></td></tr> <tr><td>e. Equipment :</td><td></td></tr> <tr><td>f. Supplies :</td><td></td></tr> <tr><td>g. Travel :</td><td></td></tr> <tr><td>h. Construction/Alteration and Renovation :</td><td></td></tr> <tr><td>i. Other :</td><td></td></tr> <tr><td>j. Consortium/Contractual Costs :</td><td></td></tr> <tr><td>k. Trainee Related Expenses :</td><td></td></tr> <tr><td>l. Trainee Stipends :</td><td></td></tr> <tr><td>m. Trainee Tuition and Fees :</td><td></td></tr> <tr><td>n. Trainee Travel :</td><td></td></tr> <tr><td>o. TOTAL DIRECT COSTS :</td><td></td></tr> <tr><td>p. INDIRECT COSTS (Rate: % of S&amp;W/TADC) :</td><td></td></tr> <tr><td>q. TOTAL APPROVED BUDGET :</td><td style="text-align: right;">\$850,000.00</td></tr> <tr><td>    i. Less Non-Federal Share:</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>    ii. Federal Share:</td><td style="text-align: right;">\$850,000.00</td></tr> </table>				a. Salaries and Wages :		b. Fringe Benefits :		c. Total Personnel Costs :		d. Consultant Costs :		e. Equipment :		f. Supplies :		g. Travel :		h. Construction/Alteration and Renovation :		i. Other :		j. Consortium/Contractual Costs :		k. Trainee Related Expenses :		l. Trainee Stipends :		m. Trainee Tuition and Fees :		n. Trainee Travel :		o. TOTAL DIRECT COSTS :		p. INDIRECT COSTS (Rate: % of S&W/TADC) :		q. TOTAL APPROVED BUDGET :	\$850,000.00	i. Less Non-Federal Share:	\$0.00	ii. Federal Share:	\$850,000.00	<b>12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:</b> <table style="width:100%;"> <tr> <td>a. Authorized Financial Assistance This Period</td> <td style="text-align: right;">\$850,000.00</td> </tr> <tr> <td>b. Less Unobligated Balance from Prior Budget Periods</td> <td></td> </tr> <tr> <td>    i. Additional Authority</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>    ii. Offset</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>c. Unawarded Balance of Current Year's Funds</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>d. Less Cumulative Prior Awards(s) This Budget Period</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td> <td style="text-align: right;">\$850,000.00</td> </tr> </table>				a. Authorized Financial Assistance This Period	\$850,000.00	b. Less Unobligated Balance from Prior Budget Periods		i. Additional Authority	\$0.00	ii. Offset	\$0.00	c. Unawarded Balance of Current Year's Funds	\$0.00	d. Less Cumulative Prior Awards(s) This Budget Period	\$0.00	e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$850,000.00
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				<b>13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)</b> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>YEAR</th> <th>TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Not applicable</td> </tr> </tbody> </table>				YEAR	TOTAL COSTS	Not applicable																																																	
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				<b>14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)</b> <table style="width:100%;"> <tr> <td>a. Amount of Direct Assistance</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>b. Less Unawarded Balance of Current Year's Funds</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>c. Less Cumulative Prior Awards(s) This Budget Period</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td> <td style="text-align: right;">\$0.00</td> </tr> </table>				a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Awards(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	\$0.00																																												
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<b>15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b> A=Addition B=Deduction C=Cost Sharing or Matching D=Other <span style="float: right;">[A]</span> Estimated Program Income: \$0.00																																																											
<b>16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b> a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.																																																											
<b>REMARKS: (Other Terms and Conditions Attached [X]Yes [ ]No)</b> 1. The NoA line item budget includes the \$850,000 ADRD Total Approved Budget. 2. See Grant Specific Terms regarding requirements for the FY 2017 GWEP BASE/ADRD supplemental funding.																																																											
Electronically signed by James King, Grants Management Officer on : 06/09/2017																																																											
<b>17. OBJ. CLASS:</b> 41.21		<b>18. CRS-EIN:</b> 1956006143A1		<b>19. FUTURE RECOMMENDED FUNDING:</b> \$0.00																																																							
<b>FY-CAN</b>	<b>CFDA</b>	<b>DOCUMENT NO.</b>	<b>AMT. FIN. ASST.</b>	<b>AMT. DIR. ASST.</b>	<b>SUB PROGRAM CODE</b>	<b>SUB ACCOUNT CODE</b>																																																					
17 - 3721UB4	93.969	15U1QHP28725	\$850,000.00	\$0.00		15GWEP																																																					

## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WEBEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

### Grant Specific Term(s)

1. The funds for this award are sub-accounted in the Payment Management System (PMS) and will be in a P type (sub accounted) account. This type of account allows recipients to specifically identify the individual grant for which they are drawing funds and will assist HRSA in monitoring the award. If your organization previously received a grant under this program, it was in a G type (cash pooled) account designated by a PMS Account Number ending in G or G1. Now that this grant is sub accounted the PMS Account Number will be changed to reflect either P or P1. For example, if the prior year grant was in payee account number 2AAG it will now be in 2AAP. Similarly, if the prior year grant was in payee account 2AAG1, the grant will be in payee account 2AAP1. The P sub account number and the sub account code (provided on page 1 of this Notice of Award) are both needed when requesting grant funds.

You may use your existing PMS username and password to check your organizations P account access. If you do not have access, complete a PMS Access Form (PMS/FFR Form) found at: [http://www.dpm.psc.gov/grant\\_recipient/grantee\\_forms.aspx](http://www.dpm.psc.gov/grant_recipient/grantee_forms.aspx) and send it to the fax number indicated on the bottom of the form. If you have any questions about accessing PMS, contact the PMS Liaison Accountant as identified at: <http://www.dpm.psc.gov/contacts/contacts.aspx>.

2. This Notice of Award is issued based on HRSA's approval of the Non-Competing Continuation (NCC) Progress Report. All post-award requests, such as significant budget revisions or a change in scope, must be submitted as a Prior Approval action via the Electronic Handbooks (EHBs) and approved by HRSA prior to implementation. Grantees under "Expanded Authority," as noted in the Remarks section of the Notice of Award, have different prior approval requirements. See "Prior-Approval Requirements" in the DHHS Grants Policy Statement:

<http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>

3. Effective December 26, 2014, all references to OMB Circulars for the administrative and audit requirements and the cost principles that govern Federal monies associated with this award are superseded by the Uniform Guidance 2 CFR 200 as codified by HHS at 45 CFR 75.

### Program Specific Term(s)

1. Funding will be provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial involvement is anticipated between HRSA and the recipient during performance of the contemplated project.

HRSA Program responsibilities shall include:

- Assist recipients during the six-month planning period;
- Make available the services of experienced HRSA/BHW program staff to serve as a resource in the planning, development, and evaluation of all phases of the project;
- Provide ongoing input and review of activities and procedures to be established and implemented for accomplishing the goals of the cooperative agreement;
- Participate, as appropriate, in meetings or site visits conducted during the period of the cooperative agreement;
- Review project information prior to dissemination;
- Assist the recipients to develop a network to share resources, best practices, and lessons learned;
- Provide assistance and referral in the establishment and facilitation of effective collaborative relationships with Federal and State agencies, BHW grant projects and other resource centers, and other entities that may be relevant to the project's mission;
- Provide programmatic input and consultation for development and delivery of training and technical assistance;
- Collaborate with recipients to develop and implement assessment and evaluation strategies;
- Provide information resources; and,
- Participate in the dissemination of project activities and products.

The cooperative agreement recipient's responsibilities shall include:

- Implement the approved work plan;
  - Work closely with HRSA during the planning year;
  - Collaborate and communicate in a timely manner with the HRSA project officer;
  - Participate in ongoing conference calls and webinars with other awardees and HRSA staff;
  - Provide the HRSA project officer with an opportunity to review project information prior to dissemination;
  - Establish contacts relevant to the project's mission such as collaborating partners, Federal and non-federal partners, and other HRSA grant projects;
  - Coordinate activities with other awardees under this FOA where possible;
  - Submit all required reports in a timely fashion;
  - Develop and implement Rapid Cycle Improvement assessment and evaluation strategies such as the Plan, Do, Study, Act strategy or other iterative evaluation strategies to ensure continuous quality improvement; and,
  - Partner with HRSA to evaluate priorities and respond to constituent/field requirements.
- It is expected that the Project Director attend quarterly conference calls with the HRSA Program Staff. The conference calls are an integral part of project management.

2. A student/trainee/fellow/junior faculty development award recipient/faculty member in a retraining program receiving support from grant funds must be a citizen of the United States, a non-citizen national, or a foreign national having in his/her possession a visa permitting permanent residence in the United States.

## Standard Term(s)

1. Recipients must comply with all terms and conditions outlined in their grant award, including grant policy terms and conditions outlined in applicable Department of Health and Human Services (HHS) Grants Policy Statements, and requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts.
2. All discretionary awards issued by HRSA on or after October 1, 2006, are subject to the HHS Grants Policy Statement (HHS GPS) unless otherwise noted in the Notice of Award (NoA). Parts I through III of the HHS GPS are currently available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>. Please note that the Terms and Conditions explicitly noted in the award and the HHS GPS are in effect.
3. HRSA requires grantees to use the following acknowledgement and disclaimer on all products produced by HRSA grant funds:  

*"This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number and title for grant amount (specify grant number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government."*

Grantees are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA supported publications and forums describing projects or programs funded in whole or in part with HRSA funding. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.
4. Recipients and sub-recipients of Federal funds are subject to the strictures of the Medicare and Medicaid anti-kickback statute (42 U.S.C. 1320a - 7b(b) and should be cognizant of the risk of criminal and administrative liability under this statute, specifically under 42 U.S.C. 1320a - 7b(b) Illegal remunerations which states, in part, that whoever knowingly and willfully: (A) Solicits or receives (or offers or pays) any remuneration (including kickback, bribe, or rebate) directly or indirectly, overtly or covertly, in cash or in kind, in return for referring (or to induce such person to refer) an individual to a person for the furnishing or arranging for the furnishing of any item or service, OR (B) In return for purchasing, leasing, ordering, or recommending purchasing, leasing, or ordering, or to purchase, lease, or order, any goods, facility, services, or item ....For which payment may be made in whole or in part under subchapter XIII of this chapter or a State health care program, shall be guilty of a felony and upon conviction thereof, shall be fined not more than \$25,000 or imprisoned for not more than five years, or both.
5. Items that require prior approval from the awarding office as indicated in 45 CFR Part 75 [Note: 75 (d) HRSA has not waived cost-related or administrative prior approvals for recipients unless specifically stated on this Notice of Award] or 45 CFR Part 75 must be submitted in writing to the Grants Management Officer (GMO). Only responses to prior approval requests signed by the GMO are considered valid. Grantees who take action on the basis of responses from other officials do so at their own risk. Such responses will not be considered binding by or upon the HRSA.  

In addition to the prior approval requirements identified in Part 75, HRSA requires grantees to seek prior approval for significant rebudgeting of project costs. Significant rebudgeting occurs when, under a grant where the Federal share exceeds \$100,000, cumulative

transfers among direct cost budget categories for the current budget period exceed 25 percent of the total approved budget (inclusive of direct and indirect costs and Federal funds and required matching or cost sharing) for that budget period or \$250,000, whichever is less. For example, under a grant in which the Federal share for a budget period is \$200,000, if the total approved budget is \$300,000, cumulative changes within that budget period exceeding \$75,000 would require prior approval. For recipients subject to 45 CFR Part 75, this requirement is in lieu of that in 45 CFR 75 which permits an agency to require prior approval for specified cumulative transfers within a grantee's approved budget. [Note, even if a grantee's proposed rebudgeting of costs falls below the significant rebudgeting threshold identified above, grantees are still required to request prior approval, if some or all of the rebudgeting reflects either a change in scope, a proposed purchase of a unit of equipment exceeding \$25,000 (if not included in the approved application) or other prior approval action identified in Part 75 unless HRSA has specifically exempted the grantee from the requirement(s).]

6. Payments under this award will be made available through the DHHS Payment Management System (PMS). PMS is administered by the Division of Payment Management, Financial Management Services, Program Support Center, which will forward instructions for obtaining payments. Inquiries regarding payments should be directed to: ONE-DHHS Help Desk for PMS Support at 1-877-614-5533 or [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov). For additional information please visit the Division of Payment Management Website at [www.DPM.PSC.GOV](http://www.DPM.PSC.GOV).
7. The DHHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential and callers may decline to give their names if they choose to remain anonymous. Contact: Office of Inspector General, Department of Health and Human Services, Attention: HOTLINE, 330 Independence Avenue Southwest, Cohen Building, Room 5140, Washington, D. C. 20201, Email: [Htpps@os.dhhs.gov](mailto:Htpps@os.dhhs.gov) or Telephone: 1-800-447-8477 (1-800-HHS-TIPS).
8. Submit audits, if required, in accordance with 45 CFR Part 75, to: Federal Audit Clearinghouse Bureau of the Census 1201 East 10th Street Jefferson, IN 47132 PHONE: (310) 457-1551, (800) 253-0696 toll free <https://harvester.census.gov/facweb/default.aspx/>.
9. EO 13166, August 11, 2000, requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency can meaningfully access health and social services. A program of language assistance should provide for effective communication between the service provider and the person with limited English proficiency to facilitate participation in, and meaningful access to, services. The obligations of recipients are explained on the OCR website at <http://www.hhs.gov/ocr/lep/revisedlep.html>.
10. 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 term, go to <http://www.hrsa.gov/grants/trafficking.htm>. If you are unable to access this link, please contact the Grants Management Specialist identified in this Notice of Award to obtain a copy of the Term.
11. The Consolidated Appropriations Act, 2016, Division H, § 202, (P.L. 114-113) enacted December 18, 2015, limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements to the Federal Executive Pay Scale Level II rate set at \$187,000, effective January, 2017. This amount reflects an individual's base salary exclusive of fringe benefits. An individual's institutional base salary is the annual compensation that the recipient organization pays an individual and excludes any income an individual may be permitted to earn outside the applicant organization duties. HRSA funds may not be used to pay a salary in excess of this rate. This salary limitation also applies to sub-recipients under a HRSA grant or cooperative agreement. The salary limitation does not apply to payments made to consultants under this award although, as with all costs, those payments must meet the test of reasonableness and be consistent with recipient's institutional policy. None of the awarded funds may be used to pay an individual's salary at a rate in excess of the salary limitation. Note: an individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements.
12. To serve persons most in need and to comply with Federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. The HHS Office for Civil Rights provides guidance to grant and cooperative agreement recipients on complying with civil rights laws that prohibit discrimination on these bases. Please see <http://www.hhs.gov/civil-rights/for-individuals/index.html>. HHS also provides specific guidance for recipients on meeting their legal obligation under Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in programs and activities that receive Federal financial assistance (P. L. 88-352, as amended and 45 CFR Part 75). In some instances a recipient's failure to provide language assistance services may have the effect of discriminating against persons on the basis of their national origin. Please see <http://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/index.html> to learn more about the Title VI requirement for grant and cooperative agreement recipients to take reasonable steps to provide meaningful access to their programs and activities by persons with limited English proficiency.
13. Important Notice: The Central Contractor registry (CCR) has been replaced. The General Services Administration has moved the CCR to the System for Award Management (SAM) on July 30, 2012. To learn more about SAM please visit <https://www.sam.gov>.

It is incumbent that you, as the recipient, maintain the accuracy/currency of your information in the SAM at all times during which your entity has an active award or an application or plan under consideration by HRSA, unless your entity is exempt from this requirement under 2 CFR 25.110. Additionally, this term requires your entity to review and update the information at least annually after the initial registration, and more frequently if required by changes in your information. This requirement flows down to subrecipients. Note: SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Grants.gov will reject submissions from applicants with expired registrations. It is advisable that you do not wait until the last minute to register in SAM or update your information.

According to the SAM Quick Guide for Grantees ([https://www.sam.gov/sam/transcript/SAM\\_Quick\\_Guide\\_Grants\\_Registrations-v1.6.pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf)), an entity's registration will become active after 3-5 days. Therefore, check for active registration well before the application deadline.

14.

In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage. This term applies to all grant programs except block grants governed by 45 CFR part 96 or 45 CFR Part 98, or grant awards made under titles IV-A, XIX, and XXI of the Social Security Act; and grant programs with approved deviations.

15.

**§75.113 Mandatory disclosures.**

Consistent with 45 CFR 75.113, applicants and non-federal entities must disclose, in a timely manner, in writing to the HHS awarding agency, 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. Sub recipients 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 awarding agency and to the HHS OIG at the following address:

Department of Health and Human Services  
Health Resources and Services Administration  
Office of Federal Assistance Management  
Division of Grants Management Operations  
5600 Fishers Lane, Mailstop 10SWH-03  
Rockville, MD 20879

**AND**

U.S. Department of Health and Human Services  
Office of 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](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

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 & 376 and 31 U.S.C. 3321). The recipient must include this mandatory disclosure requirement in all sub-awards and contracts under this award.

Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII are required to report certain civil, criminal, or administrative proceedings to [www.sam.gov](http://www.sam.gov). Failure to make required disclosures can result in any of the remedies described in §75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

**Recipient integrity and performance matters.** If the total Federal share of the Federal award is more than \$500,000 over the period of performance, Appendix XII to CFR Part 200 is applicable to this award.

**Reporting Requirement(s)**

- 1. Due Date: Annually (Budget Period) Beginning: Budget Start Date Ending: Budget End Date, due Quarter End Date after 90 days of reporting period.**

The grantee must submit an annual Federal Financial Report (FFR). The report should reflect cumulative reporting within the project period and must be submitted using the Electronic Handbooks (EHBs). The FFR due dates have been aligned with the Payment Management System quarterly report due dates, and will be due 90, 120, or 150 days

after the budget period end date. Please refer to the chart below for the specific due date for your FFR:

- Budget Period ends August – October: FFR due January 30
- Budget Period ends November – January: FFR due April 30
- Budget Period ends February – April: FFR due July 30
- Budget Period ends May – July: FFR due October 30

## 2. Due Date: 07/31/2018

Performance data for the recently completed academic year must be reported for each budget period annually no later than July 31. An email notification will be sent as a reminder that a report is due, including instructions on how to provide the report through the EHB system. The Bureau of Health Workforce (BHW) requirements and performance measures will be available at

<http://bhw.hrsa.gov/grants/reporting/index.html>.

Contact your BHW project officer for additional information.

Failure to comply with these reporting requirements will result in deferral or additional restrictions of future funding decisions.

## Contacts

### NoA Email Address(es):

Name	Role	Email
Umami Sayers	Point of Contact, Authorizing Official	ummi.sayers@research.ucla.edu
Zaldy S. Tan	Program Director	ztan@mednet.ucla.edu

Note: NoA emailed to these address(es)

### Program Contact:

For assistance on programmatic issues, please contact Young Song at:  
MailStop Code: PKLN 15N194A  
HRSA/BHW/DMD/MTGB  
5600 Fishers Ln  
Rockville, MD, 20857-1750  
Email: [ysong@HRSA.GOV](mailto:ysong@HRSA.GOV)  
Phone: (301) 443-3353  
Fax: (301) 443-0791

### Division of Grants Management Operations:

For assistance on grant administration issues, please contact Shelia Burks at:  
MailStop Code: 10SWH03  
HRSA/OFAM/DGMO/HPB  
5600 Fishers Ln  
Rockville, MD, 20852-1750  
Email: [sburks@hrsa.gov](mailto:sburks@hrsa.gov)  
Phone: (301) 443-6452  
Fax: (301) 443-3643