



Colorado Foundation for  
Public Health and the Environment

*Public Health is Everyone's Business*

**33922**

**MASTER AWARD AGREEMENT  
(Contract # 3415444)**

This agreement dated effective May 1, 2015 (this "Agreement") is between **The Colorado Foundation for Public Health and the Environment**, a Colorado nonprofit corporation ("CFPHE"), and the **City of Long Beach**, a California municipal corporation ("Awardee").

**PURPOSE OF AGREEMENT**

- A. Patient Centered Outcomes Research Institute ("PCORI") is a nonprofit, nongovernmental organization established under the Patient Protection and Affordable Care Act of 2010. The Pipeline-to-Proposal Awards Initiative (the "P2P Program") is one of PCORI's programs. It is a progressive, three-tiered funding program aimed at accelerating research proposal submission and dissemination, and developing a nationwide foundation of patients, stakeholders and researchers to participate in patient-centered outcomes research.
- B. CFPHE manages PCORI's Western Pipeline Award Program Office for the P2P Program. In this capacity, CFPHE provides operational and programmatic services, and serves as intermediary funder, for all three tiers of funding (Tier I, Tier II and Tier III) in the Western region. CFPHE administers the awards in accordance with guidelines, expectations and criteria for success established by PCORI.
- C. Awardee applied for and was selected by PCORI for a Tier I Award. Upon successful completion of that work, Awardee will have the opportunity to progress to a Tier II Award, and then apply on a competitive basis for a Tier III Award.
- D. Unless otherwise determined by PCORI, all Awards made to Awardee under the P2P Program will be made under and subject to this Agreement.

**AGREEMENT**

The parties agree as follows:

**1. Statements of Work.**

***Initial Statement of Work.*** In connection with the Tier I Award, Awardee will perform the work described in Awardee's Application submitted to PCORI, a copy of which is attached as

Appendix A (which is incorporated into this Agreement by this reference) and constitutes Awardee's initial Statement of Work. Awardee must perform the work in accordance with the objectives, methods, structure, schedule and budget set forth therein. The Statement of Work will become effective when both parties sign and deliver this Agreement.

***Subsequent Statements of Work.*** Awardee may have the opportunity to progress to a Tier II Award, and then apply for a Tier III Award, both of which will be determined at PCORI's sole discretion. If granted, a new Statement of Work will be developed for each Award. Awardee must perform the new work in accordance with the objectives, methods, structure, schedule and budget set forth in the applicable new Statement of Work. Each new Statement of Work will become effective (and become incorporated into this Agreement by this reference) when signed and delivered by both parties.

***Change Orders.*** Any material change made to a Statement of Work, whether initiated by Awardee or CFPHE, must be documented by Awardee and approved by CFPHE in writing *before* the change is implemented. Any non-material change must be disclosed in Awardee's next progress report. For this purpose, a material change will include, without limitation: (a) any change within a specific budget category of 10% or more, individually or in the aggregate; (b) any change in the total budget; (c) any change in Awardee's key personnel for the work covered by a Statement of Work; or (d) any change that could reasonably be anticipated to affect Awardee's ability to provide the deliverables required under the Statement of Work.

- 2. Award Amount.** To support the work performed under a Statement of Work, Awardee will receive an award equal to the amount stated in that Statement of Work (the "**Award Amount**"), subject to the terms and conditions of this Agreement, and subject to CFPHE's Manual of Policies and Guidelines relating to the P2P Program in effect from time to time (the "**Award Manual**") (which is incorporated into this Agreement by this reference). The Award Manual can be found at <http://cfphe.org/resources/p2p-awardee-toolkit> or are available upon request from CFPHE P2P Program staff.

AWARDEE ACKNOWLEDGES AND AGREES THAT CFPHE'S OBLIGATION TO FUND AND DISBURSE THE AWARD AMOUNT IS CONTINGENT UPON RECEIPT OF FUNDING FOR THE AWARD FROM PCORI.

- 3. PCORI Requirements.** Awardee acknowledges and agrees that the work performed under each Statement of Work will be performed as part of PCORI's P2P Program. Therefore, the policies and guidelines adopted from time to time by PCORI for the P2P Program (the "**P2P Program Requirements**") (which are incorporated into this Agreement by this reference)

will take precedence in the case of any inconsistencies with this Agreement or the Award Manual.

4. **Award Term.** The work to be performed under a Statement of Work must be completed on or before the ending date specified in that Statement of Work (the "**Award Term**"), unless this Agreement is terminated early in accordance with paragraph 11. No costs may be incurred under a Statement of Work prior to its effective date or after the expiration or termination of the Award Term, without CFPHE's prior written approval. If Awardee has reason to believe there will be a delay in the performance of Awardee's work for any reason, Awardee must provide immediate written notice to CFPHE of the anticipated delay, accompanied by an explanation of the action taken or anticipated to be taken to address the delay, and any assistance needed to resolve the situation.
5. **Payments and Invoices.** Subject to availability of funds from PCORI, CFPHE shall disburse the Award Amount on a cost reimbursable basis. The Award Amount may only be used for allowable costs incurred for work performed under the Statement of Work. The costs that are allowable will be as set forth in that Statement of Work, the Award Manual and the P2P Program Requirements. Awardee is responsible for any unallowable or additional costs needed to complete the work.

CFPHE shall not be obligated to make payments of the Award Amount more frequently than monthly. Awardee shall submit invoices to CFPHE using CFPHE's approved invoice format and method as set forth in the Award Manual. The invoices must include the information, certifications and supporting documentation required under the Award Manual or other otherwise requested by CFPHE. Awardee shall submit its final invoice under a Statement of Work, marked "FINAL," within 30 days after the Award Term ends. CFPHE will request all missing and necessary supporting information within seven days of receipt of the invoice. In the case of the final invoice, requested documentation must be received by CFPHE within 45 days of this request. CFPHE reserves the right to dispute and withhold payment of any invoice which it determines is incomplete or unsatisfactory, and require Awardee to submit a new invoice or supplement the original.

CFPHE will generally make payments of the Award Amount within 14 days of receipt of the invoice, if the invoice is approved by CFPHE and Awardee is in compliance with the terms and conditions of this Agreement, including the Award Manual. However, CFPHE reserves the right to withhold or suspend one or more payments if CFPHE believes Awardee has not made satisfactory progress on the work covered by the Statement of Work, or the work is not being conducted at a pace commensurate Awardee's draw down on the Award Amount, or for any other reason specified in this Agreement. Notwithstanding the foregoing, the last

approximately 10% of the total Award Amount for the Statement of Work may be retained by CFPHE until its receipt of Awardee's approved final report. No Award payments will be disbursed until Awardee has provided CFPHE with an IRS Form W-9.

All payments will be considered provisional and subject to adjustment or repayment if there is an adverse determination of allowable costs or an adverse audit finding by PCORI related to the work covered by the Statement of Work. Upon receipt of notice of an adverse determination or audit finding, Awardee must immediately correct the objection or repay the amount at issue. CFPHE also reserves the right to deduct the amount at issue from any future payments of the Award Amount.

**6. Work Performance.** Awardee shall perform the work covered by each Statement of Work as follows:

- a. Awardee will secure all permits, certificates, licenses, registrations or other approvals required by any governmental agency or other person to perform the work, prior to commencement of the work. The work must not violate Awardee's governing documents (if applicable) or any contracts or other requirements by which Awardee is bound.
- b. Awardee will devote the time, attention, knowledge and skills required to complete the work on a timely basis, and undertake all work in a good and professional manner.
- c. Awardee will perform all work in compliance with this Agreement (including the Statement of Work, the Award Manual and the P2P Program Requirements), and all applicable laws, regulations and other legal requirements. Awardee will immediately notify CFPHE in writing of any notices of violations and promptly correct the same.
- d. Awardee will immediately notify CFPHE in writing and cease expenditures under the Statement of Work if there is reason to believe the goals or deliverables of the work can no longer be achieved.
- e. Awardee will not violate any right to privacy of any individual, or infringe upon any copyright, trademark, patent, trade secret, right of publicity or other intellectual property right of any person, in performing the work.
- f. Awardee will not engage in any behavior that brings Awardee into public disrepute, contempt, scandal or ridicule, or reflects unfavorably upon the reputation or the high moral or ethical standards of CFPHE or PCORI.
- g. Awardee will participate in regular email, consultations, meetings, briefings, telephone conferences and other forums with CFPHE P2P Program staff, so that CFPHE can provide programmatic support and monitor performance.

7. **Reports and Inspections.** Awardee shall submit all progress reports, technical reports and financial reports required under the Award Manual, which must be timely and satisfactory to CFPHE. Awardee shall also furnish such other reports and information relating Awardee or the work performed under each Statement of Work, and permit site visits by CFPHE and PCORI staff, as CFPHE or PCORI may reasonably request, for purposes of administering and monitoring the Award.
8. **Books and Records.** Awardee shall maintain complete and accurate books, records and other supporting documents (e.g., time cards and receipts), whether financial or programmatic, which are pertinent to the work performed under each Statement of Work, as described in the Award Manual, for a retention period ending seven years after the final payment of the Award Amount is made. Awardee shall make these records available during the retention period for inspection or audit by CFPHE or PCORI, or their respective agents, upon reasonable notice and at reasonable times.
9. **Property Ownership.** Any tangible or intangible property, including intellectual property, obtained or created by Awardee as a result of work performed under a Statement of Work will belong to Awardee
10. **Publicity.** Awardee shall not use or authorize others to use CFPHE's or PCORI's name, logo, endorsement, services or property (including intellectual property) without their respective prior written authorization.
11. **Term and Termination.**

**Term.** This Agreement will continue in effect so long as there is an outstanding Statement of Work, or Grantee continues to be eligible to apply for a next Tier Award, plus such additional period (if any) as may be required for CFPHE to make its final Award payment under a Statement of Work.

**Termination for Cause.** Without limiting any legal remedy one party may have in law or equity, that party may terminate this Agreement, together with any outstanding Statement of Work, effective immediately for cause. For this purpose, the terminating party has cause if: (a) the other party materially violates any provision of this Agreement or, if the terminating party is CFPHE, the Award Manual, which is not cured to the terminating party's satisfaction within 30 days after delivery of written notice (unless PCORI requires a shorter notice and cure period); (b) Awardee fails to satisfactorily perform work covered by a Statement of Work, which is not cured to CFPHE's satisfaction within seven days after delivery of written notice (unless PCORI requires a shorter notice and cure period); (c) Awardee commits any grossly negligent, fraudulent, criminal, malicious or willful act or

omission affecting or relating to the work covered by a Statement of Work; (d) the other party dissolves or becomes insolvent; (e) there is a change in Awardee's key personnel for the work covered by a Statement of Work, without a mutually acceptable replacement being named by Awardee, within 30 days after CFPHE's delivery of written notice; or (f) funding for the Award is terminated, suspended or not renewed by PCORI, or CFPHE ceases to be a Program Office for PCORI.

**Other Termination.** CFPHE may also terminate this Agreement, together with any outstanding Statement of Work, without cause with 90 day's prior written notice to Awardee.

**Further Actions.** Upon Awardee's delivery or receipt of notice of termination for any reason, Awardee shall take all immediate action to cease all further expenditures under the outstanding Statement of Work, and cancel all cancelable obligations as soon as possible. Further, Awardee shall promptly deliver to CFPHE all data, reports, summaries and other information and material prepared or accumulated by Awardee in performing the work under the outstanding Statement of Work, whether completed or in process. Unless the Agreement is terminated for cause by CFPHE pursuant to clauses (a) through (e) above, Awardee will be paid for work performed and expenses incurred up through the date of termination, in accordance with this Agreement, after Awardee has delivered to CFPHE the information and materials described in this paragraph and any final report required under this Agreement or the Award Manual.

**12. Limitation on Liability.** Awardee acknowledges and agrees, in undertaking the work covered by each Statement of Work, Awardee is acting on Awardee's own behalf, and CFPHE is not and shall not be liable for any acts or omissions of Awardee. Awardee is solely responsible and liable to CFPHE for the actions of Awardee and all employees, volunteers, contractors, subcontractors and other individuals or entities performing work on Awardee's behalf in connection with each Statement of Work. In no event will CFPHE be liable to Awardee or to any other person for any indirect, special, consequential, or punitive damages (including without limitation lost profits, whether they are considered direct or indirect damages) based on any causes of action, regardless of whether CFPHE was aware of the possibility of such damages. The maximum extent of CFPHE's liability under this Agreement, for each Statement of Work, will not exceed the Award Amount.

**13. Indemnification.** Awardee agrees, to the fullest extent allowed by law, to indemnify and hold harmless CFPHE and its directors, officers, employees, volunteers, agents, successors and assigns from and against any and all claims, liabilities, damages, losses and expenses (including reasonable attorneys' fees and costs of investigation and/or defense) directly,

indirectly, wholly or partially arising from or in connection with: (a) any breach of this Agreement (including a Statement of Work, the Award Manual or the P2P Program Requirements) by Awardee (or any of Awardee's employees, volunteers, contractors, subcontractors and other individuals or entities performing work on Awardee's behalf); (b) any negligent, fraudulent, criminal, malicious or willful act or omission of Awardee (or any of Awardee's employees, volunteers, contractors, subcontractors and other individuals or entities performing work on Awardee's behalf); or (c) the work performed under each Statement of Work, but only in proportion to and to the extent such claims, liabilities, damages, loses and expenses are caused by or result from the negligent or intentional act or omission of awardee.

- 14. Insurance.** Awardee shall obtain and maintain, at its own cost and expense, throughout the term of this Agreement: (a) worker's compensation insurance in conformity with applicable law for any employees who perform work under a Statement of Work; and (b) such other policies of insurance relating to such work (e.g., general liability or automobile insurance), insuring against such risks, in such amounts, with such policy provisions and with such companies, as may be reasonably satisfactory to CFPHE. In the case of the latter, the policies must name CFPHE and its agents as a loss payee or additional insured (as the case may be); provide that the insurance is primary insurance as to any other insurance in force; and provide the policy will not be canceled without 30 days' prior written notice from the insurer to CFPHE. Upon CFPHE's request, Awardee shall furnish CFPHE with certificates of coverage and proof of premium payments.
- 15. Dispute Resolution.** In connection with any dispute between the parties arising under or related in any way to this Agreement, the parties agree to negotiate in good faith to resolve the dispute and refer resolution of the dispute to the person holding the highest office in their respective organization (or division thereof, as the case may be). If the dispute is not resolved by negotiation within 14 days, either party is free to initiate proceedings in a court of competent jurisdiction.
- 16. Relationship of Parties.** Nothing in this Agreement will be construed to imply a joint venture, partnership or principal-agent relationship between the parties, and no party will have the right, power or authority to obligate or bind the other party in any manner whatsoever. Rather, the parties agree Awardee will be considered an independent contractor as to CFPHE. The employees of Awardee will not be considered employees of CFPHE within the meaning of any applicable federal, state or local laws or regulations.
- 17. Notice.** All notices and communications required under this Agreement must be in writing, and will be considered given when delivered personally to the recipient, sent by fax or e-

mail to the recipient (with verification of delivery and/or receipt), sent to the recipient by reputable overnight courier service (charges prepaid, with delivery confirmation), or sent by United States registered or certified mail (charges prepaid, with return receipt requested), addressed to the recipient at the following address, or such other address as the recipient may have furnished to the other party in writing.

Notice To CFPHE:

Colorado Foundation for Public Health and the Environment  
Attn: Executive Director, Sara E. Miller  
1385 S Colorado Blvd, Suite 622  
Denver, CO 80222  
[smiller@cfphe.org](mailto:smiller@cfphe.org)  
303-910-4682 (phone)  
303-861-4415 (fax)

Notice To Awardee:

City of Long Beach  
Attn: Cheryl Barrit, Policy Planning, & Prevention Bureau Manager  
Department of Health and Human Services  
2525 Grand Avenue  
Long Beach, CA 90815  
[Cheryl.barrit@longbeach.gov](mailto:Cheryl.barrit@longbeach.gov)  
562-570-7920 (phone)  
562-570-4049 (fax)

**18. General Provisions.**

***Non-assignment.*** Awardee may not assign any rights or obligations under this Agreement without CFPHE' prior written approval. Subject to this limitation, this Agreement will bind the parties and inure to the benefit of their respective successors, assigns and legal representatives.

***Entire Agreement.*** This Agreement constitutes the entire agreement between the parties relating to the subject matter of this Agreement, and supersedes any prior understanding between them. No representations, arrangements, understandings or agreements exist except as expressed in this Agreement.



**Amendments, Waivers.** Except as otherwise provided in this Agreement, this Agreement may be amended only by a written instrument signed by both parties. If for any reason CFPHE does not insist upon strict adherence to any provision of this Agreement, or waives a breach of this Agreement by Awardee, CFPHE will not be prevented from pursuing remedies or insisting upon strict performance for a future breach of the same or another provision.

**Severability.** If a court having jurisdiction determines any provision of this Agreement to be unenforceable, the remaining provisions will nevertheless remain enforceable to the fullest extent allowed by law, and the court may replace the provision in question with a lawful provision that most nearly embodies the original intention of the parties.

**Survival.** The following provisions will survive expiration or early termination of this Agreement: paragraph 2 (second paragraph); paragraph 5 (final paragraph); paragraph 7 (as to final report); and paragraphs 8-13 and 15-18.

**Counterparts.** The parties may execute this Agreement in counterparts, which taken together will constitute one instrument. A signature may be delivered by fax or may be scanned and e-mailed, and such fax or scanned signature will be accepted and effective as an original signature.


**[Signature Page to Follow]**

IN WITNESS WHEREOF and acknowledging acceptance and agreement of the foregoing, CFPHE and Awardee affix their signatures hereto.

CFPHE

City of Long Beach



 **Assistant City Manager**  
EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Sara E. Miller, Executive Director

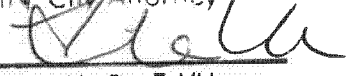
Patrick H. West, City Manager

Dated: 7/27/15

Dated: 7/9/15

APPROVED AS TO FORM

6/29/2015  
CHARLES PARKIN, City Attorney

By   
LINDA T. VU  
DEPUTY CITY ATTORNEY

**Appendix A-1**

**Application for PCORI Tier I Award**

Award start date is May 1, 2015 and award end date is February 1, 2016



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Colorado Foundation for  
Public Health and the Environment

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(Contract # 3415444)**

**Appendix A1**

## **Tier 1 Project Workplan**

### *Familias Unidas (United Families): Pre-Diabetes Diagnosis and Treatment.*

The Long Beach Department of Health and Human Services requests \$15,000 to support the planning and development of a patient-centered, community-informed proposal to address a health research question on the topic of pre-diabetes prevention, diagnosis and treatment method among low-income, Latino patients and their families. Together, we will create a plan for *Familias Unidas (United Families): Pre-Diabetes Diagnosis and Treatment.*

Diabetes is among the top five causes of death in the City of Long Beach. Mostly impacting minority groups, the percentage of adults diagnosed with diabetes, sugar diabetes or borderline/pre-diabetes in Long Beach by zip code ranges from 15% to 24% (CHA, 2013). The 90813 zip code has the highest rate at 24.3% of the adult population receiving either a diabetes or pre-diabetes diagnosis. This zip code also has the highest rate of poverty, highest rate of Latino ethnic population, and the lowest high school graduation rate in the City. Furthermore, the 90813 zip code has the lowest amount of open space per 1,000 residents, 0.26 acres respectively. The concentrated impact of low-levels of educational attainment, high poverty, high Latino-ethnic population make-up, and high rates of diabetes/pre-diabetes diagnosis creates an opportunity to target a specific geography for the development of a Latino-focused pre-diabetes collaborative effort, the *Familias Unidas: Pre-Diabetes Diagnosis and Treatment Project.*

*The Familias Unidas: Pre-Diabetes Diagnosis and Treatment Project* will be based on a partnership between the Long Beach Department of Health and Human Services, one of three local health jurisdictions in California, the NCLR/CSULB Center for Latino Community Health, Evaluation and Leadership Training with 10-years of public health research experience on Latino health issues, and a Long Beach-based hospital, St. Mary's Medical Center. The Long Beach Department of Health and Human Services has led several citywide health services and provider enrollment efforts involving residents, payers, providers and community-based organizations. The NCLR/CSULB Center for Latino Health has led maternal-child health, mental health, HIV/AIDS, and obesity related research projects. Their use of community-based participatory research principles are a critical component of this project. St. Mary Medical Center provides primary care services in central Long Beach, the area with the highest rate of pre-diagnosed diabetes in the City. This partnership will explore how best to address pre-diabetes diagnosis and treatment to reduce or delay the onset of diabetes among low-income Latino communities.

A steering committee comprised of key staff from three partner organizations will convene three workshops: 1) with residents with pre-diabetes and/or caregivers; 2) with community-based organizations, insurance companies, and hospital staff who provide pre-diabetes education and testing; and 3) with local diabetes researchers. The steering committee will leverage existing representation from the LBDHHS Diabetes Self-Management Education Advisory Group to help form guidelines for the development and discussion of work group sessions. The steering

committee will be responsible for synthesizing results into a coherent action plan report. The plan will be sent to all stakeholders for comments; and comments from the final convening will be integrated into a final version.

Our purpose is to develop a community-informed, patient-centered grant proposal to improve health outcomes for pre-diabetes (reverse or halt advancement) and reduce insurance company and human costs through prevention and management. Together we intend to 1) outline priorities areas to prevent or delay the onset of type II diabetes in Latino, low-income communities by engaging patients and their families who received pre-diabetic diagnosis and their providers, and 2) to outline systemic strategies to reduce the incidence of diabetes among Latinos in Long Beach, leading to improved health outcomes.

## **GOALS, OBJECTIVES AND ACTIVITIES**

**GOAL #1:** Create a governance structure for the partnership and *Familias Unidas: Pre-Diabetes Diagnosis and Treatment Project*.

**Objective #1:** Steering committee will develop and present at least two alternatives for governance structure as part of the workshops. Modifications and new ideas will be solicited.

- **Activity 1:** Steering committee participants confirm their partnership for next 9-month period.
- **Activity 2:** Committee members will explore governance structure options.

**Objective #2:** Committee members finalize governance structure.

- **Activity 1:** Host Steering Committee meeting to discuss and agree upon governance structure based on stakeholder input and with support by consultant, Dr. Balcázar.

**GOAL #2:** Establish a steering committee work plan to develop a community-informed, patient-centered grant proposal to address pre-diabetes.

**Objective #1:** Steering committee will create guidelines for three stakeholder workshops.

- **Activity 1: Workshop guidelines to include:** Project governance infrastructure, outreach plan, priority areas to halt onset of type II diabetes, reduce or reverse incidence of pre-diabetes; ways to lower patient costs; activity support by project consultant.

**Objective 2:** Develop a detailed outreach plan for the *Familias Unidas: Pre-Diabetes Diagnosis and Treatment Project*

*Familias Unidas: Pre-Diabetes Diagnosis and Treatment Project Workplan and Timeline*

- **Activity 1: Steering committee determines outreach plan:** Enlist the participants for the workshops via existing partner health programs clients, providers and academic partnerships.
- **Activity 2: Implement outreach plan with aid of partner organizations:** Steering Committee member have an agreed upon a schedule of stakeholder meetings to extend invitations to community members.

**Objective #2:** Steering committee will gather feedback from each stakeholder workshop and create a report based on notes and audio recordings from the workgroups.

- **Activity1:** Review transcription report of stakeholder workshops to determine common themes.

**Objective #3:** Steering committee will synthesize all workshop results into a single coherent action plan.

- **Activity 1:** Compile data and create report for final stakeholder convening endorsement.

**Objective #4:** Steering committee will present action plan at final stakeholder convening.

- **Activity 1:** Create action plan presentation materials for stakeholder convening.
- **Activity 2:** Organize final stakeholder convening meeting to adopt or modify suggested steering committee action plan.

**Objective #5:** Steering committee will submit a Tier 2 pre-diabetes grant proposal to PCORI with the goal of extending the 90813 target population of the Tier 1 proposal to the rest of the Long Beach community.

The 90813 zip code will be the target geographical area for the Tier 1 planning grant but will extend to the rest of the Long Beach community for the Tier 2 grant.

- **Activity 1:** Steering Committee endorses and submits final Tier 2 proposal.

**GOAL #3:** Implement three workshops with specific stakeholder groups to inform the project proposal.

**Objective #1:** Register no fewer than 10 and no more than 15 residents with pre-diabetes or who have diabetic or pre-diabetic family members to participate in a workshop in month 3 at the *Centro Salud es Cultura* or Department of Health and Human Services.

- **Activity 1: Pre-diabetic /diabetic patients and their family members:** The Long Beach Department of Health and Human Services will convene resident leaders involved in healthy active living groups currently meeting in Long Beach. This workshop will be

## *Familias Unidas: Pre-Diabetes Diagnosis and Treatment* Project Workplan and Timeline

held in the language that best suits participants and will be facilitated by a Long Beach Health Department staff member. Each steering committee partner will outreach to potential participants via their existing websites, physical locations and networks.

**Objective #2:** Register no fewer than 10 hospital and/or community-based organization staff who address pre-diabetes or provide screening to participate in a workshop in month 4 at St. Mary's Parr Health Education Center.

- **Activity 1: Organizational leaders:** Led by a hospital project partner, a workshop of community-based organizations providing Latino-focused obesity and diabetes related interventions will be organized. Hospital clinic staff that provides pre-diabetes services will also be invited to attend, as will staff of insurance providers.

**Objective #3:** Register no fewer than 8-local researchers who address pre-diabetes to participate in a workshop in month 5 at California State University Long Beach.

- **Activity 1: Researchers:** The steering committee will host a local convening of academic experts that can inform the development of the *Familias Unidas: Pre-Diabetes Diagnosis and Treatment* Project by providing insight into best practices among Latino populations for family-oriented interventions.

**GOAL #4:** Final community convening to endorse *Familias Unidas Pre-diabetes Diagnosis and Treatment* Tier II proposal

- **Activity 1:** Final convening of all stakeholders involved throughout the data gathering process to endorse final proposal.

The *Familias Unidas: Pre-Diabetes Diagnosis and Treatment* Project provides a great opportunity to strengthen the collective efficacy of the Latino Long Beach community and to address the disparities in diabetes prevention, diagnosis, treatment, and care. The expertise of the three partner organizations will provide a strong foundation to support the development of a community-informed, patient-centered grant proposal to improve health outcomes for pre-diabetes. Refreshments for the convenings and steering committees will be provided as well as a \$20 gift card for residents/consumers participating in the project. Partnerships between community-based organizations, residents, and researchers provide co-learning and reciprocal transfer of expertise by all partners involved as well as shared decision-making power. In addition, the partnerships, infrastructure, and governance developed during this project will lay the foundation for the ultimate drafting of a patient-centered comparative effectiveness research (CER) project.



**Tier 1: Project Timeline**

<b>Phase</b>	<b>Month</b>	<b>Project Activities</b>
Phase 1: Formation of Steering Committee and Work Plan (Goals #1 & 2)	1	Create and finalize a governance structure
	2	Steering Committee meeting Create guidelines for stakeholder workshops Develop outreach plan
Phase 2: Implementation of Workshops and Data Analysis (Goal #3)	3	Steering Committee meeting Implement outreach plan
	4	Implement outreach plan Facilitate Workshop 1 Collect data and transcribe
	5	Implement outreach plan Facilitate Workshop 2 Collect data and transcribe
	6	Facilitate Workshop 3 Collect data and transcribe
	7	Analyze data and transcripts Create preliminary action plan for presentation at the final stakeholder convening Steering Committee meeting
Phase 3: Develop the <i>Familias Unidas Pre-diabetes Diagnosis and Treatment Tier II</i> proposal (Goal #4)	8	Final stakeholder convening to discuss preliminary action plan Finalize action plan
	9	Steering Committee meeting Prepare final Tier 2 proposal for submission Disseminate key findings and final report

Familias Unidas: Prediabetes Diagnosis and Treatment Project Budget

City of Long Beach Health Department: Familias Unidas Project		PCORI Funding	In-Kind	Total Expense
Alyssa Hartlaub PHN II - Program Coordinator -100 hours at \$39.30 for 9 months	Health Department liaison between the community and the steering committee.	\$ 3,930.00		\$ 3,930.00
Fringe At 50%		\$ 1,965.00		\$ 1,965.00
<b>Total Personnel Expense</b>		<b>\$ 5,895.00</b>	<b>\$ -</b>	<b>\$ 5,895.00</b>
<b>Subcontractors/Consultants</b>				
Contracted CSULB Staff	Clerical and administrative support, data entry, statically analysis, and program reports. Also includes up to 35 hours of co- lead time.	\$ 6,695.00		\$ 6,695.00
Contracted Academic Services	4-hours of Steering Committee capacity building assistance by Dr. Hector Balcazar at an hourly rate of \$100.00.	\$ 400.00		\$ 400.00
<b>Total Subcontractor Expense</b>		<b>\$ 7,095.00</b>		<b>\$ 7,095.00</b>
<b>Non-Personnel Expenses</b>				
Printing and Copying		\$ 100.00	\$ 400.00	\$ 500.00
Incentives - Client Support Materials	Stipend for consumer/resident participants attending convenings and steering committee meetings; \$20 gift cards X 36 possible participants.	\$ 720.00		\$ 720.00
<b>Total Non-Personnel Expenses</b>		<b>\$ 820.00</b>	<b>\$ 400.00</b>	<b>\$ 1,220.00</b>
<b>Travel/Meeting Expenses</b>				
Meeting Supplies	Refreshments for the convenings and steering committee meetings and the final ratifying meeting; Total estimate of people who will require refreshments over the 9-month cycle is estimated at 150.	\$ 750.00		\$ 750.00
Parking & Mileage	Parking and Mileage Stipend for Researchers (total of 8-researchers). Parking is estimated at \$5 and we would like to provide a \$50 mileage stipend to each panelists.	\$ 440.00		\$ 440.00
<b>Total Travel/Meeting Expenses</b>		<b>\$ 1,190.00</b>	<b>\$ -</b>	<b>\$ 1,190.00</b>
<b>Miscellaneous</b>				
Facilities	Set-up, audio-visual, tech support, clean-up at \$100.00 per meeting. Total of 8 meetings over the 9-month grant cycle.		\$ 800.00	\$ 800.00
Technology Services	Web hosting, computers and equipment.		\$ 1,000.00	\$ 1,000.00
Interpreter Services	Interpreter for the resident/client meetings.		\$ 500.00	\$ 500.00
<b>Total Miscellaneous</b>		<b>\$ -</b>	<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>
<b>Total Requested</b>		<b>\$ 15,000.00</b>	<b>\$ 2,700.00</b>	<b>\$ 17,700.00</b>

ORGANIZATION NAME: City of Long Beach - Health Department

PROJECT NAME: Familias Unidas (United Families): Pre-Diabetes Diagnosis and Treatment

PROJECT LEAD: Long Beach Department of Health and Human Services

## PCORI BUDGET JUSTIFICATION

### BUDGET JUSTIFICATION TIER I

Provide a narrative that fully supports and explains the basis for the information in the Budget using the following budget categories. Please note that PCORI has the right to request that you return to PCORI any equipment over \$500 at the end of your project:

#### Personnel Expenses

##### LBDHHD Personnel

- Alyssa Hartlaub, RN, PHN: Alyssa Hartlaub has served as a public health nurse for 12 years and presently oversees the LBDHHS Diabetes Self-Management Education program. Alyssa will co-lead the *Familias Unidas* Project and serve on the steering committee. The hourly rate for a PHN II is \$39.30. We estimated 100-hours of Alyssa's time dedicated to this project and included the LBDHHS fringe benefits at 50%.

Total amount requested for LBDHHS personnel is \$5,895.00.

#### Subcontractors/ Consultants

- Consultant Services by Héctor G. Balcázar, PhD: Dr. Balcázar is the Regional Dean of Public Health at the University of Texas Health Science Center at Houston, School of Public Health, El Paso Regional Campus and lead faculty for the Project on CHW Policy and Practice. He has led numerous Promotora/CHW studies over the past ten years, including the recent Project HEART from the NIMHD-NIH and the Reach Su Comunidad Consortium from CDC. Dr. Balcázar will provide capacity building consultant services to the Familias Unidas Steering Committee. A total of 4-hours via conference call support will be provided at an hourly rate of \$100. Total amount requested is \$400.00
- NCLR/CSULB Center for Latino Community Health, Evaluation and Leadership Training: A co-lead of the Familias Unidas Project, the Center for Latino Community Health is a leading regional community participatory research institution at California State University Long Beach. The subcontract award will cover the staff time of Monica Aguilar, MPH who will serve as Project Director. Monica will provide project over-site and co-coordinate meetings with LBDHHS staff. Monica's hourly rate is \$20.00 plus 63.48% fringe benefits. We estimated 125 hours of her time dedicated to this project. Also, Dr. Mara Bird will provide research leadership and direction. Mara's hourly rate is \$41.60 plus 63.48% fringe benefits, and we have budgeted for 35 hours of her time. Total subcontract award to the NCLR/CSULB Center for Latino Community Health, Evaluation and Leadership Training will be for \$6695.00.

Total subcontract and consultant fee amount requested is \$7095.00.

#### Non-Personnel Expenses

Resident and consumer participants will receive a gift card in the amount of \$20.00 for participating in the convenings and steering committee meetings. This nominal gift is to compensate residents for their time and contribution to the Familias Unidas Project. The resident/consumer convening will include up to 15 participants. The steering committee will have at least 2-consumer/resident leaders and we expect resident/consumer

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participation at the final ratification convening for the Familias Unidas project. We estimate a need for a total of 36 resident/consumer gift cards. Total amount for resident/consumer incentive is \$720.00.

Additionally, we have allocated \$100.00 in printing costs into the budget and will provide up to \$400.00 of in-kind printing costs that will be completed in-house via LBDHHS copiers. No color printing will be provided at this time.

Total amount requested for non-personnel expenses is \$820.00.

### **Travel, Conference, Meeting Expenses**

Throughout the 9-month Tier-1 PCORI P2P grant cycle, the partnering organizations will host up to a total of 8-community engagement events; these will consist of 4 community convenings and 4 steering committee planning meeting. We would like to offer light refreshments at each of these information gathering convenings and meetings. We estimate a total of 150 participants over the course of the 9-month period at \$5 per person for light refreshments. Total meeting supplies is estimated at \$720.00.

Additionally, we have budgeted for parking and mileage stipend for researcher panelist participants. The panelists will receive a parking and mileage stipend as an incentive, but will not receive any honorarium for their participation in the local expert research convening. A total of 8-parking and mileage stipend are requested in the budget. Parking at CSULB is \$5 per car and we estimated \$50.00 as a mileage stipend. The total travel and mileage stipend expenses are estimated at \$440.00.

Total travel and meeting expenses is estimated at \$1,190.00.

### **Misc. Expenses**

The Long Beach Department of Health and Human Services and partners will be providing in-kind facilities, web-hosting and audio/visual computer equipment use throughout the project period. Community convenings will take place either at the Miller Family Health Center or the Centro Salud es Cultura; both facilities are located in Long Beach. The researcher convening will take place at either St. Mary's Medical Center or California State University Long Beach. The final community work plan ratify convening will take place in central Long Beach at a location to be determined by the Steering Committee. Additionally, the Health Department has agreed to provide in-kind interpreter services via bilingual staff time.

Estimated in-kind contribution is \$2,700.00.



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**MASTER AWARD AGREEMENT  
(Contract # 3415444)**

**Appendix A2**

Expense Category	Budgeted Amount	Description
Personnel Expenses	\$12,990.00	Salary and benefits for Program Coordinator, Alyssa Hartlaub, subcontractor fees for California State University Long Beach to provide administrative and facilitation services, and consultant fees for Dr. Hector Balcazar for capacity building assistance.
Non-personnel Expenses	\$820.00	Costs for printing and copying, and gifts cards for community participants.
Travel & Meeting Expenses	\$1,190.00	Parking and mileage stipends for research panelists, and refreshments for community convenings.
Misc. Expenses	In Kind	In-kind services for this project include facility setup, audio visual, tech support, web hosting, computers, and interpretation services.
Indirect Fees (not to exceed 10%)	\$0.00	
<b>TOTAL:</b>	<b>\$15,000.00</b>	