

# Subaward Agreement 31864

Institution/Organization ("RAND") Name: RAND Corporation Address: 1776 Main Street Santa Monica, CA 90401	Institution/Organization ("COLLABORATOR") Name: The City of Long Beach Address: Dept. of Health & Human Services 2525 Grand Avenue Long Beach, CA 90815  EIN No.: ██████████
Prime Award No. R01HD050150	Subaward No. 9920100098
Awarding Agency Eunice Kennedy Shriver National Institute of Child Health & Human Development	CFDA No. 93.701
Subaward Period of Performance 1 March 2010 – 31 May 2011	Amount Funded this Action \$95,444.
Project Title Urban Congregations' Capacity for HIV Prevention & Care	
ARRA FUNDING [Check here if applicable: <input checked="" type="checkbox"/> See Attachment 6]	

### Terms and Conditions

**This Subaward is being issued under the American Recovery and Reinvestment Act of 2009, and is subject to special HHS Terms and Conditions as seen in Attachments 2 and 6.**

- 1) RAND hereby awards a cost reimbursable subaward, as described above, to Collaborator. The statement of work and budget for this subaward are as shown in Attachments 4 and 5, respectively. In its performance of subaward work, Collaborator shall be an independent entity and not an employee or agent of RAND.
- 2) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachment 3. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. No-cost extensions require the approval of RAND. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty days prior to the desired effective date of the requested change. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3.
- 3) Collaborator agrees that the timeliness and performance of work and service under this Subaward shall conform to high professional standards in the field. Collaborator will use its best efforts to formulate opinions and information upon which RAND and the Sponsor may rely. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
- 4) For the Collaborator, the following individual is considered to be essential for the work being performed under this Subaward: Deborah Collins. Changes without the prior written approval by RAND are not allowed.
- 5) Collaborator is expected to follow HHS regulations for the protection of human subjects in 45 CFR Part 46, implement section 491(a) of the PHS Act, and provide a systematic means, based on established, internationally recognized ethical principles, to safeguard the rights and welfare of individuals who participate as subjects in research activities. Noncompliance shall result in immediate termination of this agreement.
- 6) Collaborator will be assisting RAND in the collection of data. Any human subjects' violation shall be cause for termination of the Subaward. All data collected by the Collaborator shall be made available to the RAND Principal Investigator at all times.
- 7) It is agreed that decisions concerning Publications or Presentations of or from this research by Collaborator, will be made after consultation with the Principal Investigator at RAND. "Publications" refers to literature reviews, technical publications, journal articles and any other types of publications. "Presentations" refers to delivering of speeches or papers at conferences, symposiums, etc. Collaborator will provide RAND with a copy of any proposed publication thirty (30) days in advance of any proposed submission, or ten (10) days in advance of any proposed presentation, for review and comment and in order to protect any proprietary information that may have been included. RAND may review these materials in a timely manner to ensure that proprietary information is not inadvertently disclosed. If RAND so requests, Collaborator agrees to delete such proprietary information. All Publications and Presentations must follow the guidelines of the Quality Assurance review (as seen at <http://www.rand.org/standards>) and satisfy its conditions prior to submission or release.
- 8) RAND shall reimburse Collaborator not more often than monthly for allowable costs up to the amount shown above. All invoices

shall be submitted to the RAND Financial contact as identified in Attachment 3, using Collaborator's standard invoice, but at a minimum shall include current and cumulative costs, subaward number, period being invoiced, and certification as to truth and accuracy of invoice. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 3. All invoices shall be reviewed and approved by the principal investigator at RAND prior to processing.

9) A final statement of cumulative costs incurred, marked "FINAL," must be submitted to RAND's Financial Contact NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute Collaborator's final financial report. After submission and before payment of the final invoice, Collaborator and each assignee under an assignment shall execute and deliver a release and assignment containing such exceptions as may be appropriate, discharging RAND, its officers, agents and employees of and from liabilities, obligations and claims, with respect to the total estimated cost for performance of work under this Subaward.

10) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Collaborator. The invoices shall be reviewed by the Principal Investigator at RAND and returned, with his or her approval, to the Contract & Grant Office for payment processing. At any time or times prior to final payment RAND may make such audit of the invoices as shall be deemed proper. Each provisional payment shall be subject to reduction to the extent of amounts which are found not to constitute allowable costs, and shall also be subject to reduction for overpayments in accordance with OMB Circular A-87 and 45 CFR Part 74.

11) Collaborator agrees to maintain insurance comparable or equal to the following U.S. insurance: Worker's Compensation; Comprehensive General Liability with Bodily Injury and Property Damage Limits of at least \$1million each occurrence and \$1million aggregate, each; Comprehensive Auto Liability with Bodily Injury Limits of at least \$500,000 each person, \$1 million each occurrence and Property Damage Limits of \$1 million each occurrence.

12) Both RAND and Collaborator shall protect, indemnify and hold the other harmless from and against any damage, cost or liability for any or all injuries to persons or property arising out of the performance of this Subaward, in proportion to and to the extent that such liability results from the negligent or intentional acts or omissions of the indemnifying party.

13) RAND and Collaborator will obtain prior written permission from each other before using the name, symbols, and / or marks of the other in any form of publicity in connection with this Agreement or the services provided hereunder. This shall not include legally required disclosure by RAND or Collaborator that identifies the existence of this Agreement, but each will provide notice to the other of said legally required disclosure before such disclosure is made.

Neither RAND nor Collaborator will use, nor authorize others to use, the name, symbols, and/or marks of each others' institution in any advertising or publicity material or make any form of representation or statement of relation to the services which would constitute an express or implied endorsement by either RAND or Collaborator of any commercial product or service without prior written approval.

14) This Subaward may be terminated: 1) for convenience by either party with thirty (30) days written notice; 2) if the Collaborator defaults in performing this contract and fails to cure the default within 10 days (unless extended by RAND) after receiving a notice specifying the default. "Default" includes failure to make progress in the work so as to endanger performance; 3) if the prime sponsor terminates its award to RAND for any reason, this agreement may be terminated immediately with written notice by RAND to the Collaborator. In the event of termination, Collaborator shall be paid for all work performed and all uncancellable obligations up to the date of termination. Collaborator will make no further commitments under this Subaward and will take all reasonable actions to cancel outstanding obligations. Collaborator will furnish all necessary reports of research completed or in progress through the date of termination. The continuation of this subaward, along with future funding, is dependent upon funding from the Sponsor. A subaward amendment will be issued to indicate the continuation of the project.

15) Except as otherwise provided for in this Subaward, any dispute not disposed of by mutual consent shall be decided by procedures jointly agreed upon by RAND and Collaborator.

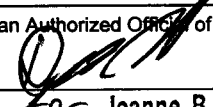
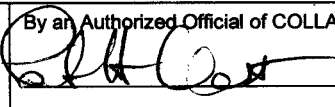
16) No property may be purchased under this Subaward.

17) Both parties agree that this is the entire Subaward and that there are not agreements, understandings or covenants of any kind, nature or description, expressed or implied, which are not set forth herein. In the event of an inconsistency in this Subaward, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1) these terms and conditions, 2) Attachment 1, 3) Attachment 2 and 6, 4) Attachment 4 and, 5) Attachment 5.

18) The provisions of this agreement are severable, and if any provisions are determined to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

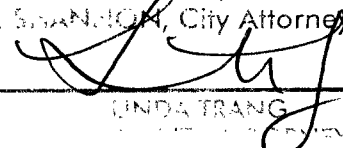
19) The Subaward is subject to the terms and conditions of the Prime Award as identified in Attachment 2.

20) By signing below Collaborator makes the certifications and assurances shown in Attachment 1.

By an Authorized Official of RAND:	 Date 6/11/10	By an Authorized Official of COLLABORATOR:	 Date 5/28/10
Joanne B. Shelby Director of Contract and Grant Services		APPROVED AS TO FORM	

RAND Corporation

5/24, 20 10  
 ROBERT E. SHANNON, City Attorney

By   
 LINDA TRANG

**Attachment 1  
Subaward Agreement Certifications**

By signing the Subaward Agreement, the authorized official of COLLABORATOR certifies, to the best of his/her knowledge and belief, that:

**Certification Regarding Lobbying**

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Collaborator, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Collaborator shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the RAND.
- 3) The Collaborator shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more that \$100,000 for each such failure.

**Debarment, Suspension, and Other Responsibility Matters**

Collaborator certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

**OMB Circular A-133 Assurance**

Collaborator assures RAND that it complies with A-133 and that it will notify RAND of completion of required audits and of any adverse findings, which impact this subaward.

**Conflict of Interest**

Collaborator assures RAND that it complies with all aspects of 42 CFR Part 50, Subpart F "Responsibility of Applicants for Promoting Objectivity in Research for Which PHS Funding is Sought". The NIH website <http://grants.nih.gov/grants/policy/coi/index.htm> provides additional information.

## Attachment 2 Subaward Agreement NIH

### Agency-Specific Certifications/Assurances

1. The following assurances/certifications are made and verified by Collaborator's Authorized Official on the face page of this Subaward. Descriptions of individual assurances/certifications are provided in Section III of the PHS 398. 1) Human Subjects; 2) Research Using Human Embryonic Stem Cells; 3) Research on Transplantation of Human Fetal Tissue; 4) Women and Minority Inclusion Policy; 5) Inclusion of Children Policy; 6) Vertebrate Animals; 7) Debarment and Suspension; 8) Drug-Free Workplace; 9) Lobbying; 10) Non-Delinquency on Federal Debt; 11) Research Misconduct; 12) Civil Rights (Form HHS 441 or HHS 690); 13) Handicapped Individuals (Form HHS 641 or HHS 690); 14) Sex Discrimination (Form HHS 639-A or HHS 690); 15) Age Discrimination (Form HHS 680 or HHS 690); 16) Recombinant DNA and Human Gene Transfer Research; 17) Financial Conflict of Interest.

### General terms and conditions:

1. The restrictions on the expenditure of federal funds in appropriations acts are applicable to this subaward to the extent those restrictions are pertinent.
2. 45 CFR Part 74 or 45 CFR Part 92 as applicable. [This is the CFR governing NIH.]
3. The NIH Grants Policy Statement, including addenda, in effect as of the beginning date of the period of performance and found at <http://grants.nih.gov/grants/policy/policy.htm>, except for the payment mechanism and final reporting requirements are replaced with Reporting Requirements and Terms and Conditions on the front page of this agreement.
4. Collaborator assures, by signing this Subaward Agreement, that all Collaborators' personnel who are responsible for the design and conduct of projects involving human research participants have successfully completed their institutional training in accordance with the NIH Guide, Notice OD-00-039.
5. Title to equipment costing \$5,000 or more that is purchased or fabricated with research funds or collaborator cost sharing funds, as direct costs of the project or program, shall unconditionally vest in the collaborator upon acquisition without further obligation to the Federal Awarding Agency subject to the conditions specified in the NIH Grants Policy Statement.
6. Each publication, press release or other document that cites results from NIH grant-supported research must include an acknowledgment of NIH grant support and disclaimer such as "The project described was supported by Award Number R01MH078853 from the National Institute Of Mental Health. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institute Of Mental Health or the National Institutes of Health."
7. Award recipients are required to comply with the NIH Public Access Policy. This includes submission to PubMed Central (PMC), upon acceptance for publication, an electronic version of a final peer-reviewed, manuscript resulting from research supported in whole or in part, with direct costs from National Institutes of Health. The author's final peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. For additional information, please visit <http://publicaccess.nih.gov/>.
8. Award recipients must promote objectivity in research by establishing standards to ensure that the design, conduct and reporting of research funded under NIH-funded awards are not biased by a conflicting financial interest of an Investigator. Investigator is defined as the Principal Investigator and any other person who is responsible for the design, conduct, or reporting of NIH-funded research or proposed research, including the Investigator's spouse and dependent children. Awardees must have a written administrative process to identify and manage financial conflict of interest and must inform Investigators of the conflict of interest policy and of the Investigators' responsibilities. Prior to expenditure of these awarded funds, the Awardee must report to the NIH Awarding Component the existence of a conflicting interest and within 60 days of any new conflicting interests identified after the initial report. Awardees must comply with these and all other aspects of 42 CFR Part 50, Subpart F. These requirements also apply to subgrantees, contractors, or collaborators engaged by the Awardee under this award. The NIH website <http://grants.nih.gov/grants/policy/coi/index.htm> provides additional information.

**Department of Health and Human Services  
Standard Terms and Conditions  
American Recovery and Reinvestment Act of 2009  
Division A Funds  
Revised July 6, 2009**

**1. NIH Standard Terms and Conditions**

All standard terms and conditions referenced on each NIH Notice of Award (see: <http://grants.nih.gov/grants/policy/awardconditions.htm>) apply unless they conflict or are superseded by the following terms and conditions implementing the American Recovery and Reinvestment Act of 2009 (ARRA) requirements below. In addition to the standard terms and conditions of award, recipients receiving funds under Division A of ARRA must abide by the terms and conditions set out below. The terms and conditions below concerning civil rights obligations and disclosure of fraud and misconduct are reminders rather than new requirements, but the other requirements are new and are specifically imposed for awards funded under ARRA. Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications. Names and contact information of these individuals are provided in Section V of each award.

**2. Recipient Reporting****Reporting and Registration Requirements under Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5**

- (a) This award requires the recipient to complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 ("Recovery Act") and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.
- (b) The reports are due no later than **ten calendar days** after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.
- (c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.
- (d) The recipient shall report the information described in section 1512(c) using the reporting instructions and data elements that will be provided online at [www.FederalReporting.gov](http://www.FederalReporting.gov) and ensure that any information that is pre-filled is corrected or updated as needed.

**3. Preference for Quick Start Activities** In using funds for this award for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of ARRA. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit. (ARRA Sec. 1602)

**4. Limit on Funds**

None of the funds appropriated or otherwise made available in ARRA may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (ARRA Sec. 1604)

**5. ARRA: One-Time Funding**

Unless otherwise specified, ARRA funding to existent or new awardees should be considered one-time funding.

**6. Civil Rights Obligations**

While ARRA has not modified awardees' civil rights obligations, which are referenced in the NIH Grants Policy Statement, these obligations remain a requirement of Federal law. Recipients and subrecipients of ARRA funds or other Federal financial assistance must comply with Title VI of the Civil Rights Act of 1964 (prohibiting race, color, and national origin discrimination), Section 504 of the Rehabilitation Act of 1973 (prohibiting disability discrimination), Title IX of the Education Amendments of 1972 (prohibiting sex discrimination in education and training programs), and the Age Discrimination Act of 1975 (prohibiting age discrimination in the provision of services). For further information and technical assistance, please contact the HHS Office for Civil Rights at (202) 619-0403, [OCRmail@hhs.gov](mailto:OCRmail@hhs.gov), or <http://www.hhs.gov/ocr/civilrights/>.

**7. Disclosure of Fraud or Misconduct**

Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at <http://www.oig.hhs.gov/fraud/hotline/>

**8. Responsibilities for Informing Sub-recipients**

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for ARRA purposes, and amount of ARRA funds.

**9. Recovery Act Transactions listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Sub-recipients**

(a) To maximize the transparency and accountability of funds authorized under the American Recovery and Reinvestment Act of 2009 (Public Law 111-5)(Recovery Act) as required by Congress and in accordance with 45 CFR 74.21 and 92.20 "Uniform Administrative Requirements for Grants and Agreements", as applicable, and OMB A-102 Common Rules provisions, recipients agree to maintain records that identify adequately the source and application of Recovery Act funds.

(b) For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," recipients agree to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for Federal awards made under Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of Recovery Act funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental Recovery Act funds from regular sub-awards under the existing program.

(d) Recipients agree to require their sub-recipients to include on their SEFA information to specifically identify Recovery Act funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor sub-recipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

<b>Attachment 3 Subaward Agreement</b>	
<b>RAND Contacts</b>	<b>Collaborator Contacts</b>
<b>Administrative Contact</b>  <b>Name:</b> Lori B. McCracken  <b>Address:</b> 1776 Main Street, P.O. Box 2138 Santa Monica, CA 90407-2138  <b>Telephone:</b> 310.393.0411 x 7947 <b>Fax:</b> 310.451.6973 <b>Email:</b> lorim@rand.org	<b>Administrative Contact</b>  <b>Name:</b> Sarady C. Kong  <b>Address:</b> 2525 Grand Ave. Long Beach, CA 90815  <b>Telephone:</b> (562) 570-4341 <b>Fax:</b> (562) 570-4374 <b>Email:</b> sarady.kong@Longbeach.gov
<b>Principal Investigator</b>  <b>Name:</b> Kathryn Derose <b>Address:</b> 1776 Main Street, PO Box 2138 Santa Monica, CA 90407-2138  <b>Telephone:</b> 310.393.0411 x 6302 <b>Fax:</b> 310.260.8157 <b>Email:</b> derose@rand.org	<b>Project Director</b>  <b>Name:</b> Deborah Collins <b>Address:</b> 2525 Grand Ave. Long Beach, CA 90815  <b>Telephone:</b> (562) 570-4379 <b>Fax:</b> <b>Email:</b> deborah.collins@longbeach.gov
<b>Financial Contact</b>  <b>Name:</b> Lori B. McCracken  <b>Address:</b> 1776 Main Street, P.O. Box 2138 Santa Monica, CA 90407-2138  <b>Telephone:</b> 310.393.0411 x 7947 <b>Fax:</b> 310.451.6973 <b>Email:</b> lorim@rand.org	<b>Financial Contact</b>  <b>Name:</b> Sarady C. Kong  <b>Address:</b> 2525 Grand Ave. Long Beach, CA 90815  <b>Telephone:</b> (562) 570-4341 <b>Fax:</b> (562) 570-4374 <b>Email:</b> sarady.kong@longbeach.gov
<b>Authorized Official</b>  <b>Name:</b> Joanne B. Shelby  <b>Address:</b> 1776 Main Street, P.O. Box 2138 Santa Monica, CA 90407-2138  <b>Telephone:</b> 310.393.0411 x 6517 <b>Fax:</b> 310.451.6973 <b>Email:</b> joanne_shelby@rand.org	<b>Authorized Official</b>  <b>Name:</b> Patrick H West, City Manager  <b>Address:</b> 333 W Ocean Blvd Long Beach, CA 90802  <b>Telephone:</b> (562) 570-6916 <b>Fax:</b> (562) 570-7650 <b>Email:</b> patrick.west@longbeach.gov

## Attachment 4 Statement of Work

### March 1, 2010 – August 31, 2010 (6 months)

2 outreach workers at 25% FTE each (10 hours per week each or a total of 30 days each)

Assist RAND team in developing and pre-testing intervention and baseline survey materials, selecting and recruiting study congregations, and planning for intervention and baseline survey procedures.

Specific tasks would include:

- Attend weekly meetings in-person with RAND team and provide additional input via email and phone conference to help develop:
  - intervention materials (talking points and stigma reducing messages)
  - baseline questionnaire
  - baseline survey procedures
  - recruitment materials
- Review Spanish translations of above materials and provide input
- Assist RAND team in pre-testing at case study congregations (focus groups, individual interviews, testing protocol) – likely to occur on weekends and evenings
- Assist RAND team in selecting and recruiting study congregations
- Assist RAND team in working with recruited congregations to plan baseline survey – likely to occur on weekends and evenings
- Develop HIV 101 training and use to train RAND field staff

### September 1, 2010 – November 30, 2010 (3 months)

2 outreach workers at 50% FTE each (20 hours per week each or a total of 30 days each)

Assist RAND team in implementing the baseline survey at study congregations and planning for roll-out of intervention activities. Specific tasks would include:

- Attend weekly meetings (in-person and conf call) with RAND team to plan and assess progress with implementing baseline survey and recruitment and training of peer educators
- Assist RAND team in implementing baseline survey – likely to occur on weekends and evenings
- Assist RAND team in recruiting and training peer educators – likely to occur on weekends and evenings
- Co-lead HIV training for pastors and peer educators

### December 1, 2010 – May 31, 2011 (6 months)

2 outreach workers at 50% FTE each (20 hours per week each or a total of 60 days each)

Assist RAND team in implementing stigma-reducing activities and counseling and testing activities.

Specific tasks would include:

- Attend weekly meetings (in-person and conf call) with RAND team to plan and assess progress with implementing intervention activities
- Provide input into interpretation of baseline data analysis
- Assist RAND team and churches in implementing stigma reducing activities – likely to occur on weekends and evenings
- Co-lead HIV 101 trainings at congregations along with RAND team
- Implement testing activities at intervention and comparison churches – likely to occur on weekends and evenings
- Assist intervention churches in conducting outreach to high risk groups in their communities



### Attachment 5 Budget

Program Director/Principal Investigator (Last, First, Middle): Collins, Deborah

<b>DETAILED BUDGET FOR INITIAL BUDGET PERIOD DIRECT COSTS ONLY</b>						FROM 3/1/2010	THROUGH 12/30/2010	
<i>PERSONNEL (Applicant organization only)</i>		Months Devoted to Project			INST.BASE SALARY	DOLLAR AMOUNT REQUESTED <i>(omit cents)</i>		
NAME	ROLE ON PROJECT	Cal. Mnths	Acad. Mnths	Summer Mnths		SALARY REQUESTED	FRINGE BENEFITS	TOTAL
Deborah Collins	PD/PI	9				0	0	0
Kerry Brown	Health Educator	9			48,926	16,390	9,457	25,846
Patricia Montes	Outreach Worker	9			42,571	14,263	9,230	22,493
<b>SUBTOTALS</b> →						<b>30,653</b>	<b>17,686</b>	<b>48,339</b>
CONSULTANT COSTS								
EQUIPMENT <i>(Itemize)</i>								
SUPPLIES <i>(Itemize by category)</i> Telephones \$643, Computer \$1,737, Lab costs for EIA testing \$1,005, Lab costs for Western Block testing \$1,675, Medical Supplies \$251, Printing \$335.								
								5,646
TRAVEL								
PATIENT CARE COSTS		INPATIENT						
		OUTPATIENT						
ALTERATIONS AND RENOVATIONS <i>(Itemize by category)</i>								
OTHER EXPENSES <i>(Itemize by category)</i> Clinical Mobile Van - Operational costs per month for this program \$758 (x 8.04 months = \$6,095.								
								6,095
CONSORTIUM/CONTRACTUAL COSTS					DIRECT COSTS			
<b>SUBTOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b> <i>(Item 7a, Face Page)</i>								<b>\$ 60,080</b>
CONSORTIUM/CONTRACTUAL COSTS					FACILITIES AND ADMINISTRATIVE COSTS			
<b>TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD</b>								<b>\$ 63,947</b>

Program Director/Principal Investigator (Last, First, Middle): Collins, Deborah

**BUDGET FOR ENTIRE PROPOSED PROJECT PERIOD  
DIRECT COSTS ONLY**

BUDGET CATEGORY TOTALS		INITIAL BUDGET PERIOD (from Form Page 4)	ADDITIONAL YEARS OF SUPPORT REQUESTED			
			2nd	3rd	4th	5th
PERSONNEL: <i>Salary and fringe benefits. Applicant organization only.</i>		48,339	23,809			
CONSULTANT COSTS		0	0			
EQUIPMENT		0	0			
SUPPLIES		5,646	2,781			
TRAVEL			0			
PATIENT CARE COSTS	INPATIENT		0			
	OUTPATIENT		0			
ALTERATIONS AND RENOVATIONS			0			
OTHER EXPENSES		6,095	3,002			
CONSORTIUM/ CONTRACTUAL	DIRECT		0			
<b>SUBTOTAL DIRECT COSTS</b>		60,080	29,592			
CONSORTIUM/ CONTRACTUAL	F&A	3,867	1,906			
<b>TOTAL DIRECT COSTS</b>		63,947	31,497			
<b>TOTAL DIRECT COSTS FOR ENTIRE PROPOSED PROJECT PERIOD</b>						<b>\$ 95,444</b>

## Attachment 6 ARRA Reporting Requirements

**Definition.** "Reporting" includes invoicing, ARRA Data Elements, and technical reporting.  
"Subrecipient" means the City of Long Beach.  
"Prime Recipient" means RAND Corporation.

**Invoicing.** Subrecipient must invoice the Prime Recipient:

- not less often than quarterly  
 not less often than monthly

**Amendment for Updated Reporting Requirements.** A unilateral amendment may be issued to update reporting requirements in response to any additional requirements or guidance from the OMB or Sponsor including, but not limited to, the definition of terms and data elements, and specific instructions for reporting and report formats.

**Compliance with the American Recovery and Reinvestment Act (ARRA) of 2009.** Subrecipient must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act.

**Responsibilities for Informing Sub-recipients.** If Subrecipient issues Subawards under this agreement, Subrecipient agrees to separately inform each Subrecipient, and document at the time of Subaward and at the time of disbursement of funds, the Federal award number, any CFDA number assigned for ARRA purposes, and amount of ARRA funds. (2 CFR 215.26, 45 CFR 74.26, and 45 CFR 92.26)

**Delegation of Reporting in federalreporting.gov.** Prime Recipient hereby

delegates  does not delegate ARRA quarterly reporting requirements to the Subrecipient.

Where reporting is delegated, Subrecipient shall directly submit all required data via federalreporting.gov as specified in the OMB memorandum "Implementing Guidance for the Reports on Use of Funds Pursuant to the American Recover and Reinvestment Act of 2009" dated June 22, 2009, or subsequent OMB-issued guidance.

Where reporting is not delegated, Subrecipient shall submit quarterly ARRA reports to the Prime Recipient as follows.

In all cases, Prime Recipient reserves the rights delineated in 2 CFR 215.53 part E, to request additional detail from the Subrecipient as needed to comply with the terms and reporting requirements of the Prime award.

### Quarterly ARRA Reports to Prime Recipient

Quarterly ARRA reports are due no later than each of the following dates during the Subaward period of performance: **October 1, January 1, April 1, July 1.**

Subrecipient shall use the forms included herein where appropriate to meet its reporting obligations. Subrecipients' reports shall be submitted to:

- The Prime Recipient Administrative Contact identified in Attachment 3

## Data to be Reported

**A. Technical Reporting.** In addition to any other technical reporting requirements set forth under this Subaward Agreement, *when requested by the Prime Recipient Principal Investigator* the Subrecipient Principal Investigator shall provide a brief update on cumulative programmatic achievements, including significant deliverables or milestones reached.

**B. Research Subaward Agreement data elements** *if different than information previously provided in Subaward Research Agreement or Attachment 3, highlighted fields must be filled in.*

Sub Recipient DUNS	
Sub Recipient Congressional District	
Sub Recipient Legal Name, Address, City, State, Zip	
Sub Recipient EIN	
Sub Recipient CCR registration, Yes or No	
Amount of Subaward	

### C. Performance Site

Subrecipient shall identify the physical location of the Primary Place of Performance of the Subaward, *if it differs from the address provided in Attachment 3 (Highlighted fields must be filled in.)*.

Place of Performance Street Address 1	
Place of Performance Street Address 2	
Place of Performance City	
Place of Performance State (two character code)	
Place of Performance Zip (zip code+ four)	
Place of Performance Congressional District (two digit code)	
Place of Performance Country Code (two character code)	

**D. Jobs Created / Retained**

(1) A brief description of the types of jobs created and jobs retained in the United States and outlying areas. "Jobs or positions created" means those new positions created and filled, or previously existing unfilled positions that are filled, as a result of Recovery Act funding. "Jobs or positions retained" means those previously existing filled positions that are retained under Recovery Act funding. This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work; and

(2) An estimate of the number of jobs created and jobs retained in the United States and outlying areas. At a minimum, this estimate shall include any new positions created and any existing filled positions that were retained to support or carry out Recovery Act projects or activities managed directly by the recipient, and if known, by Subrecipients. The number shall be expressed as "full-time equivalent" (FTE), calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule, as defined by the recipient. For instance, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter.

(3) A job cannot be reported as both created and retained.

(4) A brief description of the methodology used to calculate Jobs Created/Retained FTE estimates

**JOBS CREATED/RETAINED**

Job Titles (list titles, i.e. Graduate Assistant)	List FTE (range 0.01-1.00 - i.e. .25, .50)
<b><i>Please insert more rows as needed.</i></b>	
Describe how you calculated the FTE(s)	

**E. Most Highly Compensated Officers**

Subrecipient shall provide the names and total compensation of the five most highly compensated officers of the Subrecipient entity if the following items (1) and (2) apply.

If either item (1) or (2) does not apply, the Subrecipient's report shall include a statement certifying this.

If these items do apply, but there is no change in the most highly compensated individuals or their total compensation, the Subrecipient's report shall include a statement certifying this.

(1) The Subrecipient in its preceding fiscal year received—

- (a) 80 percent or more of its annual gross revenues in Federal awards; and
- (b) \$25,000,000 or more in annual gross revenues from Federal awards; and

(2) The public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 [26 USC § 6104].

"Total compensation" means the cash and non-cash dollar value earned by the executive during the Subrecipient's past fiscal year of the following (for more information see 17 CFR 229.402(c) (2)):

- (i). Salary and bonus.
- (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.

(iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(v). Above-market earnings on deferred compensation which are not tax qualified.

(vi). Other compensation. For example, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property if the value for the executive exceeds \$10,000.

**HIGHLY COMPENSATED OFFICERS**

Exempt from reporting compensation (Yes or No)?	
If not exempt per Section 1512 of ARRA	
Officer 1 Name	
Officer 1 Compensation	
Officer 2 Name	
Officer 2 Compensation	
Officer 3 Name	
Officer 3 Compensation	
Officer 4 Name	
Officer 4 Compensation	
Officer 5 Name	
Officer 5 Compensation	

**F. Vendor Payments in Excess of \$25,000.**

Subrecipient must report, for any payments made to a single vendor equal to or greater than \$25,000, the identity of the vendor. Subrecipient shall report the vendor name and DUNS number if available. If the DUNS is not available, the Subrecipient shall report on the vendor name and zip code of the vendor's headquarters.

**VENDOR DATA**

Vendor DUNS (9 digit)	
Vendor Name	
Vendor Headquarters Zip Code (zip code plus 4)	
Product/Service Description(s)	
Payment Amount	