

34214

CALIFORNIA OLDER ADULT FALLS PREVENTION PROGRAM

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

**CITY OF LONG BEACH, DEPARTMENT OF HEALTH AND HUMAN SERVICES,
hereinafter “Grantee”**

**Implementing the project, OLDER ADULT FALLS PREVENTION PROJECT,
hereinafter “Project”**

GRANT AGREEMENT NUMBER 15-10831

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code §131085 and the terms of CDPH’s federal grant number 2B01OT009006-15 from the Centers for Disease Control and Prevention .

PURPOSE: The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to increase the local health department’s (LHD) program capacity for addressing older adult falls and increase dissemination of evidence-based prevention interventions in communities served.

GRANT AMOUNT: The maximum amount payable under this Grant shall not exceed Sixty-three thousand one hundred seventy-four dollars \$63,174.

TERM OF GRANT: The term of the Grant shall begin on January 1, 2016, or upon approval of this grant, and terminates on June 30, 2017. No funds may be requested or invoiced for work performed or costs incurred after June 30, 2017.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee:
Name: Karissa Anderson, Health Program Specialist	Name: Pamela Shaw, RN, MSN/MPH, Nursing Services Officer
Address: P.O. Box 997377, MS 7214	Address: 2525 Grand Avenue
City, ZIP: Sacramento, CA 95899-7377	City, ZIP: Long Beach, CA 90815
Phone: (916) 322-2269	Phone: (562) 570-4208
Fax: (916) 552-9821	Fax: (562) 570-4049
E-mail: karissa.anderson@cdph.ca.gov	E-mail: Pamela.shaw@longbeach.gov

Direct all inquiries to:

California Department of Public Health, Safe and Active Communities Branch	Grantee: City of Long Beach, Department of Health and Human Services
Attention: Karissa Anderson	Attention: Pamela Shaw, RN, MSN/MPH
Address: P.O. Box 997377, MS 7214	Address: 2525 Grand Avenue
City, Zip: Sacramento, CA 95899-7377	City, ZIP: Long Beach, CA 90815
Phone: (916) 322-2269	Phone: (562) 570-4208
Fax: (916) 552-9821	Fax: (562) 570-4049
E-mail: karissa.anderson@cdph.ca.gov	E-mail: Pamela.shaw@longbeach.gov

Either party may change its Project Representative upon written notice to the other party.

STANDARD PROVISIONS. The following exhibits are attached and made a part of this Grant by this reference:


- Exhibit A GRANT APPLICATION
 The Grant Application provides the description of the project.
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
 The approved budget supersedes the proposed budget in the Grant Application.
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D Letter of Intent to Award
 Including all the requirements and Attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS
- Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

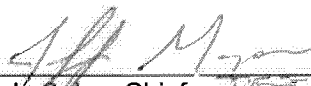
IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: 2/25/16


EXECUTED PURSUANT
TO SECTION 301 OF
THE CITY CHARTER.
Patrick H. West, City Manager
City of Long Beach
2525 Grand Avenue
Long Beach, CA 90815
Assistant City Manager

Date: 3/14/16


Angela Salas, Chief
Contracts and Purchasing Services Section
California Department of Public Health
1616 Capitol Avenue, Suite 74.317
MS 1802, P.O. Box 997377
Sacramento, CA 95899-7377
JEFF WARD
MANAGEMENT
UNIT

APPROVED AS TO FORM

2/17, 20 16
CHARLES PARKIN, City Attorney

By 
LINDA T. VU
DEPUTY CITY ATTORNEY

Exhibit A

California Department of Public Health (CDPH)

Safe and Active Communities Branch

Older Adult Falls Prevention Intent to Award Application

Local Health Department Name: Long Beach Department of Health and Human Services

Website: www.longbeach.gov/health

Program Contact Person: Pam Shaw

Title: Nursing Services Officer

Address: 2525 Grand Ave, Long Beach, CA 90815

Phone: 562-570-4208

Fax: 562-570-4099

Email: pamela.shaw@longbeach.gov

Person authorized to sign agreement with CDPH: Patrick H. West

Title: City Manager

Address (if different from above): Same as above

Phone: 562-570-4208

Fax: 562-570-4099

Email: pamela.shaw@longbeach.gov

Total Amount Requested: \$38,170

Exhibit A

California Department of Public Health (CDPH) Safe and Active Communities Branch

Narrative

1. Summarize the older adult population within your jurisdiction, including data on the number of adults over 50 years old and the prevalence of falls.

The City of Long Beach (CLB) is an urban city in southern Los Angeles County - 7th largest in California – that is home to nearly half million diverse residents. The CLB's Department of Health and Human Services (LBDHHS) – 1 of 3 city health jurisdictions in California – has been committed to improving the lives of CLB residents for over 100 years. The LBDHHS commitment to senior health is evident in its Strategic Plan 2014-2019, where senior health is noted as one of its 4 goals (“improve the health, function, and quality of life of older adults, especially the frail and home-bound elderly”).

There are 119,205 older adults ages 50 and over in Long Beach, representing nearly 25% of the total population (U.S. Census, 2010). The death rate due to unintentional falls among seniors 65 years and older in 2009 was 28.6 compared to 27 for Los Angeles County. The rates varied across racial/ethnic groups: Whites (28.7), Black (13.9), Latino/Hispanic (17.5), and Asians/Other (19.9).

In 2010, the non-fatal hospitalization rate for adults 65 years and older was 1909.5 per 100,000 compared to Los Angeles County at 1774.9 (CDPH, OSHPD, 2010). The non-fatal hospitalization rate for older adults ages 65 years and older differ by zip codes, with 90807 reporting the highest rate per 100,000 at 2590.3 and the lowest in 90810 with a rate of 1369.7.

In Long Beach, falls in older adults (age 65 and over) lead to over 1,700 emergency department visits per year, an average of over 850 hospitalizations per year, and 26 deaths during the last 3 years for which there is data.

2. Describe the training completed with the University of California, San Diego in FFY 2015.

In FFY the LBDHHS sent 2 RNs to be trained on Stepping On – one of the RNs is a LBDHHS Public Health Nurse, and the other is the RN who teaches a variety of health and fitness classes for Molina Health Plan's College Hospital, located in the western side of the city. After completion of their training, they began planning for the implementation of the first of the Stepping On series of classes to be offered by this partnership. The classes began on August 17, 2015 and will finish on October 5, 2015.

3. Explain any collaboration, strategic planning or educational advancement that took place in your community with local partners and stakeholders as a result of the Falls Prevention Grant from 2015. Identify outcomes that resulted from this intervention and how these actions will be advanced during the 2016 funding cycle.

With funds from the 2015 Fall Prevention Grant, LBDHHS held a “Step Up to Safety” Fall Prevention Summit on June. There were 89 attendees, representing a variety of disciplines including public health, first responders, CSULB, elected officials, senior residences, parks and recreation agencies, home care providers, hospitals, physical therapists, physicians, nurses, and

Exhibit A

social service agencies. Attendees were asked to provide suggestions for further collaborative efforts and to list the types of activities they or their agencies could be involved in regarding fall prevention efforts. Responses were received from 48 attendees indicating a commitment to involvement in future fall prevention efforts. The commitment areas included assisting with or offering classes for the public, provider education, providing referrals to services in the community, identification of fall risks, identifying opportunities for CSULB student involvement, and promotion of Universal Design.

The symposium planning team members have already had a follow-up post-symposium meeting and are planning the formation of a steering committee consisting of representatives from LBDHHS, LB Fire Department, Senior Police Partners, LB Parks and Recreation Department Senior Centers, City Senior Commission, health plans, and hospitals. The goals of the committee are to build on what was started at the symposium by: identifying what efforts are currently being implemented in Long Beach and what do we need to do more of; determining how to assess risk or do we just assume it's there; developing strategies to increase self-awareness of risk and increase individual prevention activities; identifying ways to expand current services – increase availability, increase utilization; and identifying essential community partners. During the 2016 funding cycle, the steering committee will plan, schedule, and conduct opportunities to further the conversations and accomplish the goals.

4. Describe your agency's ability to:

a. **Expediently execute a contract from CDPH**

The Health Department has the internal financial planning and operations capacity to administer contracts expeditiously. Our Policy, Planning and Prevention Bureau has a fiscal analyst on staff that will expedite contractual agreements within the assigned grant period.

b. **Coordinate trained Leader staff for prompt and effective implementation of Stepping On classes**

The LBDHHS Public Health Nurse who was one of the 2 trainees for the Stepping On model has already begun to coordinate times and space for 2 additional Stepping On series. The other of the 2 trainees, the RN who does community classes and trainings for seniors at the Molina/College Hospital Senior Center, has committed to working closely with our PHN to plan and implement additional Stepping On classes.

c. **Provide community-based leadership on falls prevention planning**

The success of and the ongoing commitment generated by the June 2015 Fall Prevention Symposium that was an objective in the 2014-15 grant exemplifies that ability of the LBDHHS to identify, assemble, and work with a diverse array of community partners around the issue of fall prevention. As described above, the responses to the symposium have already initiated a dialogue with key community partners regarding next steps, for which the LBDHHS is taking the lead.

d. **Complete all required/proposed objectives by June 30, 2016**

Exhibit A

Additionally, the Health Department has a long standing relationship with the aforementioned partners included in this grant proposal. Our lasting partnership has forged strong working relationships that will ensure completion of all grant objectives by September 2015. We also have in existence through our Community Health Bureau relationships with City departments and non-profits who are involved with planning and built environment issues.

e. Sustain grant activities beyond the funding period

The LBDHHS Strategic Plan contains objectives to improve the quality of life of Long Beach seniors, therefore a commitment to fall prevention will be sustained beyond the end of the 2015-16 funding period.

5. Identify who from your agency will be attending the Statewide Educational Forum. Provide information on their position and affiliation with the agency's fall prevention programming.

Janine O'Hara, a Public Health Nurse with over 20-years' experience with the Health Department, will be attending the statewide conference again for the second year. Janine currently serves as the lead for Health Department efforts specific to senior issues. She was trained on Stepping On during 2014-15, and organizes and implements the class series that LBDHHS is providing in collaboration with Molina. Janine is also the connection to programs such as Heart of Ida, a non-profit Long Beach-based organization working to improve the quality of life for seniors, and other organizations in Long Beach who work in the area fall prevention. As the primary Health Department link between Molina Healthcare, Heart of Ida, and other organizations who have been identified via the symposium, Janine's participation at the statewide conference will provide her with an opportunity to explore strategies, models and tactics that will enhance her role as a Health Department lead, while also identifying best practices that can aid the local partnership network we are aiming to expand. Additionally, Janine will be able to share with other conference participants a unique local health jurisdiction perspective. Funding will also be included in the budget for Pam Shaw, Nursing Services Officer, to attend the conference. Pam is the manager for the division that includes programming for seniors. Janine reports directly to Pam.

6. Identify in any of the Stepping On Leaders affiliated with your agency will be pursuing Master Training certification.

Due to the existence of other Master Trainers who are partners in our community, we do not plan to send LBDHHS affiliates for Master Training certification.

Exhibit A
Scope of Work
Year 1
January 1, 2016 – June 30, 2016

Objective #1: By June 30, 2016, the Long Beach Department of Health and Human Services will complete two courses of the seven-week Stepping On curriculum for older adults within the City of Long Beach.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify Long Beach Department of Health and Human Services staff or designees who completed previous UCSD training and are certified Leaders to conduct Stepping On courses.	January 2016	Names of identified staff/designees
Identify high need communities that will receive the Stepping On courses.	January 2016	Community(ies) identified
Determine dates for the two seven-week courses.	January - April 2016 2016	Selected dates
Identify and secure site, materials, and other logistics.	January - April 2016	Course site
Conduct recruitment of potential participants.	January – May 2016	Recruitment materials (flyer, email postings, etc.)
Implement two seven-week courses with registered students, utilizing materials, skills and guidelines from the UCSD Stepping On training.	February - June 2016	Sign in sheets and other tracking materials
Conduct evaluation and use results to inform the CDPH Summary Report.	March – June 2016	Course evaluation results

Exhibit A
Scope of Work
Year 1
January 1, 2016 – June 30, 2016

Objective #2: By June 30, 2016, a minimum of two persons (at least one Long Beach Department of Health and Human Services staff and one additional staff or designee), will participate with CDPH staff in an educational event regarding Universal Design (UD), "California Safe Mobility for All".

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
A minimum of one Long Beach Department of Health and Human Services staff, and designees as requested, will attend a CDPH sponsored event to learn about the UD concept and its impact on community planning and aging in place.	January – April 2016	Attendance at the educational event
Coordinate with CDPH staff to determine any potential partners and activities that can be implemented to imbed UD concepts into future community-based planning efforts.	April – June 2016	Names of identified partners and list of potential follow-up activities.
Complete an online survey (administered by CDPH) to determine additional UD training and technical assistance needs at the local level.	April-June 2016	Completion of online survey

Exhibit A
Scope of Work
Year 1

January 1, 2016 – June 30, 2016

Objective #3: By June 30, 2016, Long Beach Department of Health and Human Services staff, and designees, will participate in a minimum of one webinar (hosted by CDPH) and convene one local health care partners collaboration meeting to determine actions for institutionalizing older adult falls prevention activities into the local healthcare systems.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Attend the CDPH Webinar to learn more about how to convene the Long Beach Department of Health and Human Services local health care partner meeting, the outcomes expected from this meeting and determine other factors that may be relevant to include in the meeting planning.	February 2016	Participation in the CDPH Webinar
Identify potential local health care partners for participation in the local planning meeting.	February - March 2016	List of local health care partners
Arrange meeting logistics, including date, site, agenda, facilitation roles, partner invitations, etc.	February - April 2016	Meeting materials
Conduct the planning meeting and determine at least two action steps to help institutionalize falls prevention activities within the region or community.	May-June 2016	One page synopsis (this will be added to the Summary Report)
Submit to CDPH a one-page summary of the meeting, including process evaluation, action items developed, responsible parties, and timeline for implementing these actions.	June 2016	One page synopsis (this will be added to the Summary Report)

Exhibit A
Scope of Work
Year 1
January 1, 2016 – June 30, 2016

Objective #4: By June 30, 2016, at least one Long Beach Department of Health and Human Services staff member will attend a single-day Educational Forum on older adult falls prevention for advanced learning and skills building.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify at least one Long Beach Department of Health and Human Services staff to attend the conference.	March 2016	Names of identified staff/designee
Register for conference and plan travel logistics.	March-April 2016	Registration and travel documents
Attend the conference and utilize information for optimizing falls prevention programming.	May-June 2016	Conference materials

Exhibit A
Scope of Work
Year 1
January 1, 2016 – June 30, 2016

Objective #5: By June 30, 2016, submit to CDPH a Summary Report and documentation of all expenses.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Assemble program tracking information, evaluation results and expenditure data.	February – June 2016	Evaluation and expenditure documents
Draft the report following the format provided by CDPH. Include detail on activities completed, barriers encountered, lessons learned and strategies for continued program implementation.	June 2016	Draft Summary Report
Submit report and required fiscal documentation to CDPH.	June 2016	Summary Report and documents

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Objective # ___ : By June 30, 2017, Agency name will have implemented and evaluated # seven-week courses (one 2 hour class per week) of the Stepping On Program for older adults in County name.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Determine dates for the seven-week courses.	July – September 2016	Selected dates
Identify and secure site, materials, and other logistics.	July 2016 – February 2017	Course site
Conduct recruitment of potential participants.	July 2016 - March 2017	Recruitment materials (flyer, email postings, etc.)
Implement seven-week courses with registered students, utilizing materials, skills and guidelines from the UCSD Stepping On training.	August 2016 – June 2017	Sign in sheets and other tracking materials
Conduct evaluation and use results to inform the CDPH Summary Report.	October 2016 - June 2017	Course evaluation results

Exhibit A
Scope of Work
Year 2

July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Objective # ___: By June 30, 2017, Agency name will have implemented and evaluated # twelve-week courses (two 1 hour classes per week) of the TCMBB Program for older adults in County name.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Continue practice of TCMBB skills as required to maintain skills.	July 2016 – June 2017	Practice logs
Determine dates for the twelve-week course.	July – September 2016	Selected dates
Identify and secure site, materials, and other logistics.	July 2016 – February 2017	Course site
Conduct recruitment of potential participants.	July 2016 – March 2017	Recruitment materials (flyer, email postings, etc.)
Implement twelve-week courses with registered students, utilizing materials, skills and guidelines from the UCSD TCMBB training.	August 2016 – June 2017	Sign in sheets and other tracking materials
Conduct evaluation and use results to inform the CDPH Summary Report.	October 2016 - June 2017	Course evaluation results

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Objective # ____: By June 30, 2017, at least # Agency name staff will attend a single-day statewide educational forum on older adult falls prevention for advanced learning and skills building.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify <u> # </u> LHD staff to attend the educational forum.	July 2016	Names of identified staff/designee
Register for educational forum and plan travel logistics.	March - April 2017	Registration and travel documents
Attend the educational forum and utilize information for optimizing falls prevention programming.	May - June 2017	Educational Forum materials

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Objective # ___: By June 30, 2017, ___ Agency name ___ will submit to CDPH a Summary Report and documentation of all expenses.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Assemble program tracking information, evaluation results and expenditure data.	August 2016 - June 2017	Evaluation and expenditure documents
Draft the report following the format provided by CDPH. Include detail on activities completed, barriers encountered, lessons learned and strategies for continued program implementation.	June 2017	Draft Summary Report
Submit report and required fiscal documentation to CDPH.	June 2017	Summary Report and documents

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Optional Objective # ___: By November 30, 2016, ___ Local Health Department (LHD) staff members or designees, with appropriate skills and experience, will attend a three-day Stepping On leader training, conducted by University of California, San Diego, in the City of San Diego, and become certified Stepping On Leader(s).

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify LHD staff or designees to be trained as Stepping On Leaders.	July 2016	Names of identified staff/designees
Register for training with UCSD.	August 2016	Registration receipt
Travel to San Diego and participate in the three-day leader training.	September - November 2016	Training completion certificate
Participate in (2) two post-training support webinars and technical assistance (TA) consultations with the Stepping On instructor.	October 2016 - February 2017	Webinar attendance materials and TA logs

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Optional Objective # ___: By December 31, 2016, one Local Health Department (LHD) staff member or designee, with appropriate skills and experience, will attend a two-day TCMBB Program instructor training, conducted by University of California, San Diego, in the City of San Diego, and become certified TCMBB Instructor(s).

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify LHD staff or designees to be trained as TCMBB Leaders.	July 2016	Names of identified staff/designees
Register for training with UCSD.	August 2016	Registration receipt
Travel to San Diego and participate in the two-day leader training.	September - December 2016	Training completion certificate
Practice TCMBB skills for a minimum of twenty hours, or as recommended to obtain instructor level experience.	September 2016 - February 2017	Practice logs
Video record trained leader conducting the eight Tai Chi forms. Submit the recording electronically to the TCMBB instructor for review and evaluation.	January - February 2017	Video recording and instructor feedback

**Exhibit A
Scope of Work
Year 2**

July 1, 2016 – June 30, 2017

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Participate in (2) two web-based review classes and ongoing technical assistance (TA) consultations with TCMBB instructor via in-person meetings, video conferencing or by phone and email to maintain program fidelity.	January – May 2017	TA logs
Participate in (1) one live webinar for post training support and to improve and maintain program fidelity.	February – March 2017	Webinar attendance materials

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Optional Objective # ___: By June 30, 2017, at least one LHD staff member, or designee, will be trained as a Stepping On Master Trainer through the Wisconsin Institute of Healthy Aging (WIHA) Online Program.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify at least one LHD staff, or designee, who meets the WIHA requirements for becoming a Stepping On Master Trainer.	July 2016	Name(s) of identified staff/designee
Work with WIHA to arrange for and complete the online training course.	July - December 2016	Certification of training completion
Certified trainer will register with CDPH for entry into the CDPH database as a Stepping On Master Trainer.	September 2016 – January 2017	Database entry

Exhibit A
Scope of Work
Year 2
July 1, 2016 – June 30, 2017

Selecting this objective? Yes No

Optional Objective # ___: By June 30, 2017, convene a local or regional strategic planning session with older adult falls prevention partners to determine how to incorporate concepts learned at the Universal Design training into programs and policy, further develop healthcare partnerships and collaborations, increase program capacity, plan program sustainability, and determine future policies and goals.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Establish outcomes, participants, timeframes, location, etc.	July 2016 – December 2016	Outline of event activities, invitees and expected outcomes
Identify speakers, consultants, set agendas, topics, etc.	July 2016 – December 2016	Agenda and planning materials
Conduct and evaluate meeting/event.	July – December 2016	Materials, participant lists, evaluations
Report on the planning and implementation processes, evaluation results and outcomes in the Summary Report to CDPH.	June 2017	Summary Report

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

- A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Karissa Anderson
California Department of Public Health
Safe and Active Communities Branch
MS 7214
P.O. Box 997377
Sacramento, CA 95899-7377

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Amounts Payable

A. The amounts payable under this Grant shall not exceed:

- 1) \$31,587.00 for the budget period of 01/01/16 through 06/30/16.
- 2) \$31,587.00 for the budget period of 07/01/16 through 06/30/17.

Exhibit B
Budget Detail and Payment Provisions

5. Timely Submission of Final Invoice

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

6. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

7. Restrictions on the Use of Federal Block Grant Funds

Pursuant to 42 U.S.C. Section 704, City of Long Beach, Department of Health and Human Services, (Grantee) shall not use funds provided by the agreement to:

- A. Provide inpatient services;
- B. Make cash payment to intended recipients of health services;
- C. Purchase or improve land, purchase, construct or permanently improve any building or other facility or purchase major medical equipment;
- D. Satisfy any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
- E. Provide financial assistance to any entity other than a public or nonprofit private entity for research or training services; or
- F. Make payment for any item or service (other than an emergency item or service) furnished by;
1) an individual or entity during the period such individual or entity is excluded from participation in any other federally funded program, or 2) at the medical direction or on the prescription of a physician during the period when the physician is excluded from participation in any other federally funded program.

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.

7. FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:

Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

8. GOVERNING LAW: This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

9. INCOME RESTRICTIONS: Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.

10. INDEPENDENT ACTOR: Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.

11. MEDIA EVENTS: Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.

12. NO THIRD-PARTY RIGHTS: The Department and Grantee do not intend to create any rights or remedies for any third-party as a beneficiary of this Grant or the project.

13. NOTICE: Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.

14. PROFESSIONALS: Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.

15. RECORDS: Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

- Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
- Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
- Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
- Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
- Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.

16. RELATED LITIGATION: Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, County of Sacramento, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.



State of California—Health and Human Services Agency
California Department of Public Health

KAREN L. SMITH, MD, MPH
Director and State Public Health Officer



EDMUND G. BROWN JR.
Governor

Exhibit D
Letter of Intent to Award

August 7, 2015

TO: SELECTED LOCAL HEALTH DEPARTMENTS

RE: Older Adult Falls Prevention Letter of Intent to Award (ITA)

The California Department of Public Health (CDPH), Safe and Active Communities Branch (SACB) is pleased to announce continued funding from the Preventive Health and Health Services Block Grant for local health departments (LHDs) to advance older adult falls prevention. Your health department previously received these funds (during the 2015 Federal Fiscal Year [FFY]) and is invited to reapply for funding to conduct similar, and somewhat expanded, fall prevention activities during the 2016 FFY.

The purposes of this ITA are to: 1) continue improving LHD program capacity for addressing older adult falls; and, 2) expand dissemination of evidence-based prevention interventions in the communities served. LHD staff, and their designees, have the opportunity to conduct Stepping On and Tai Chi: Moving for Better Balance classes; attend a statewide conference on falls prevention; collaborate with stakeholders to build health care organization partnerships; become trained as Stepping On Master Trainers; host localized Universal Design training; and, potentially implement a pilot tool kit for the emerging Safe Routes for Seniors project.

The funding cycle for all falls prevention grant activities will begin after October 1, 2015, continuing through June 30, 2016. Funding will be awarded in the form of a grant to allow for more flexible and timely implementation and expenditure of the awarded funds. Award amounts will be based on the level of activities proposed and specific criteria, such as demonstrated community need, prevalence of at-risk population, and the ability to achieve mandatory objectives and expend funds as required. With the exception of additional funds for a single LHD to organize and administer the Statewide Educational Forum, LHDs are asked not to exceed \$40,000 in their funding request.

The three LHDs receiving augmentation awards for the Safe Routes for Seniors Toolkit pilot will have their contracts extended until September 30, 2016 to complete the pilot testing. Additionally, these three contracts will have funding amounts that exceed the \$40,000 maximum for falls prevention activities.

Exhibit D
Letter of Intent to Award

Mandatory Objectives

For each grant awarded, the scope of work (SOW) will include the following mandatory objectives:

- A minimum of two complete sessions of the Stepping On Program (7 weeks) and/or one complete session of the TCMBB Program (12 weeks) will be conducted in the community by Leaders who completed the University of California, San Diego (UCSD) trainings.
- At least one LHD staff member will attend a single-day statewide educational forum on older adult fall prevention in Spring 2016.
- LHD staff will host a localized Universal Design (UD) Training (sponsored and conducted by CDPH) to incorporate mobility-for-all principles into community planning and development. A minimum of one action item will be identified and implemented as a result of the UD training.
- LHD staff will work with local health care partners to build a stronger base for institutionalized older adult fall prevention activities in the region. This will include participation in a CDPH hosted webinar and at least one local convening of health care partners to establish goals and objectives for sustainable fall prevention work.
- A Summary Report including detail on activities completed, barriers encountered, lessons learned, strategies for sustaining activities, and documentation for all expenses will be submitted to CDPH/SACB.

Optional Objectives

- For those meeting the qualifications (see page 5), LHDs may budget for Stepping On Master Training. The training is held online, with a cost of \$1,000, plus staff time needed to complete the training.
- Three LHDs will be selected to receive an additional \$10,000 in funding from the CDPH Pedestrian Safety Program to pilot a tool kit from the new Safe Routes for Seniors project. An additional three months will be added to those LHD contracts to accommodate the CDPH/PedSafe funding cycle (October 1, 2015 – September 30, 2016).

Application Process

Applicants must complete the attached scope of work and budget templates, where indicated, and respond to the open-ended questions provided. **Please return these templates in their original format, not as PDF documents.**

Completed applications are due to CDPH/SACB on **September 4, 2015** and should be submitted electronically to: karissa.anderson@cdph.ca.gov.

**Exhibit D
Letter of Intent to Award**

Upon receipt of applications, an internal review will be conducted by CDPH/SACB staff with evaluation based on the previously stated criteria.

Tentative Timeline

Release of Intent to Award (ITA)	August 7, 2015
ITA Review Webinar	August 13, 2015 at 2:00 p.m.
Grant Applications Due to CDPH	September 4, 2015
Grant Award Notifications	September 18, 2015
Grant Award Negotiations	September 22 -25, 2015
Final Scope of Work/Budget Due to CDPH	September 30, 2015
Proposed Start Date	December 1, 2015

CDPH is anticipating a seven month project period from the initiation of contracts on December 1, 2015 to the completion on June 30, 2016.

We hope you will take advantage of this unique opportunity to further your older adult falls prevention efforts. Should you have any questions or require assistance with your application, please contact us as listed below. We look forward to receiving your application.

Sincerely,

Holly Sisneros, M.P.H.
holly.sisneros@cdph.ca.gov
916-322-2262

Karissa Anderson
karissa.anderson@cdph.ca.gov
916-322-2269

Exhibit D
Letter of Intent to Award

California Department of Public Health (CDPH)
Safe and Active Communities Branch

Older Adult Falls Prevention Intent to Award Application Instructions

Part I: Narrative Instructions

Please respond to the questions listed below, not to exceed four pages total. Responses can be single spaced in 12 pt. Arial font and should use standard Word format or similar.

1. Summarize the older adult population within your jurisdiction, including data on the number of adults over 50 years old and the prevalence of falls.
2. Describe the training completed with the University of California, San Diego in Federal Fiscal Year 2015. Include in your response:
 - the type of training received (Stepping On or Tai Chi: Moving for Better Balance);
 - the number of Leaders who completed the training, including names, position and agency affiliation;
 - the number of classes completed within the 2015 funding cycle; and,
 - the successes and/or challenges of implementing these sessions.
3. Explain any collaboration, strategic planning or educational advancement that took place in your community with local partners and stakeholders as a result of the Falls Prevention Grant from 2015. Identify outcomes that resulted from this intervention and how these actions will be advanced during the 2016 funding cycle.
4. Describe your agency's ability to:
 - expeditiously execute (finalize) a contract from CDPH;
 - coordinate trained Leader staff for prompt and effective implementation of Stepping On and TCMBB classes;
 - provide community-based leadership on falls prevention planning;
 - complete all required/proposed objectives by June 30, 2016; and,
 - sustain grant activities beyond the funding period.
5. Identify who from your LHD will be attending the Statewide Educational Forum (Spring 2016). Provide information on their position and affiliation with the LHD's fall prevention programming.

Exhibit D
Letter of Intent to Award

6. Identify if any of the Stepping On Leaders affiliated with your LHD will be pursuing Master Training certification. To be eligible to become a Master Trainer, an individual must:
- Be a Trained Stepping On Leader;
 - Have conducted at least two successful Stepping On workshops;
 - Had their fidelity reviewed by a Master Trainer;
 - Have the support of their host organization;
 - Have a recommendation from both their host organization and a Master Trainer; and,
 - A commitment to complete a 3-day Leader Training (held online through Adobe Connect Webinar), using the curriculum provided by the Wisconsin Institute of Healthy Aging.

Part II: Scope of Work (SOW) Template Instructions

A standardized SOW template has been created to facilitate the contracting process. CDPH is requesting that only minor edits or changes be made to the SOW template, and only after discussing these changes with CDPH staff. The proposed activities have already been populated into the template, along with the columns for “Timeline” and “Performance Measure and/or Deliverables.”

Please follow these instructions:

1. include LHD specific information by completing the Cover Page;
2. enter the name of your LHD in the top right corner of each SOW page as indicated;
3. for some objectives, you will be prompted with the question:
“Selecting this objective? Yes No”;
4. only number the objectives you are selecting and leave the remaining objective number space(s) blank; and,
5. return the SOW in Word (not PDF) format so that we may adjust any formatting.

Part III: Budget Template Instructions

Please follow these instructions:

1. Insert your LHD name at the top of the Excel template;
2. Delete any instructions that appear in column B prior to submitting your budget;
3. Round all amounts to the nearest whole dollar; and,
4. Return the Budget in Excel format (not PDF) so that we may adjust any formatting.

Personnel – list position title(s), monthly salary for each position, and percentage of timebase (% FTE) for each position as required for the project.

Exhibit D
Letter of Intent to Award

Fringe Benefits – list the benefit rate in column C.

Operating Expenses – list only those expenses required for daily business operations, such as communications, rent, office printing/duplication, and office supplies. All other printed training materials or printed project materials should be included under Other Costs.

Travel – list the position titles of the *internal LHD staff* members traveling, the destination, and purpose of each trip. Costs for the entire trip should be listed as one line item total and do not need to be broken out by mileage, lodging, per diem, etc.

Other Costs – list all other costs and their purpose. In this section, include the cost your designees [(Area Agency on Aging or other designated trainer(s)], designees' travel, printed training materials, and other training supplies/expenses, etc. If your LHD opts to train a Stepping On Master Trainer, please include a registration fee of \$1,000 in this section.

Indirect Costs – list the Indirect Cost rate (as a % of total personnel). See the attached County Indirect Rate chart for your county's maximum allowable rate.

**Exhibit D
Letter of Intent to Award**

California Department of Public Health (CDPH)

Safe and Active Communities Branch

**Older Adult Falls Prevention Intent to Award Application
COVER PAGE**

Local Health Department Name:

Website:

Program Contact Person:

Title:

Address:

Phone:

Fax:

Email:

Person authorized to sign agreement with CDPH:

Title:

Address (if different from above):

Phone:

Fax:

Email:

Total Amount Requested:

Exhibit D
Letter of Intent to Award

Scope of Work
January 1, 2016 – June 30, 2016

Selecting this objective? Yes No

Objective # ___: By June 30, 2016, ___ (enter LHD title) will complete ___ two courses of the seven-week Stepping On curriculum for older adults within ___ (identify the community or area).

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify LHD staff or designees who completed previous UCSD training and are certified Leaders to conduct Stepping On courses.	January 2016	Names of identified staff/designees
Identify high need communities that will receive the Stepping On courses.	January 2016	Community(ies) identified
Determine dates for the two seven-week courses.	January - April 2016 2016	Selected dates
Identify and secure site, materials, and other logistics.	January - April 2016	Course site
Conduct recruitment of potential participants.	January – May 2016	Recruitment materials (flyer, email postings, etc.)
Implement two seven-week courses with registered students, utilizing materials, skills and guidelines from the UCSD Stepping On training.	February - June 2016	Sign in sheets and other tracking materials

Exhibit D
Letter of Intent to Award

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Conduct evaluation and use results to inform the CDPH Summary Report.	March – June 2016	Course evaluation results

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Selecting this objective? Yes No

Objective # ____: By June 30, 2016, ____ (enter LHD title) will complete ____ one course of the twelve-week Tai Chi: Moving for Better Balance (TCMBB) curriculum for older adults within ____ (identify the community or area).

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify LHD staff or designees who completed previous UCSD training and are certified Leaders to conduct the TCMBB course.	January 2016	Names of identified staff/designees
Identify a high need community that will receive the TCMBB course.	January 2016	Community identified
Determine dates for the one twelve-week course.	January - March 2016	Selected dates
Identify and secure site, materials, and other logistics.	January - March 2016	Course site
Conduct recruitment of potential participants.	January - March 2016	Recruitment materials (flyer, email postings, etc.)
Implement one twelve-week course with registered students, utilizing materials, skills and guidelines from the UCSD Stepping On training.	March - June 2016	Sign in sheets and other tracking materials

Exhibit D
Letter of Intent to Award

Conduct evaluation and use results to inform the CDPH Summary Report.	March – June 2016	Course evaluation results
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**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Objective # _____: By June 30, 2016, LHD staff, and designees, will coordinate with CDPH staff to host a single-day localized Universal Design (UD) Training, “California Safe Mobility for All”. Local partners invited by the LHD should include representatives from public health, aging and disabilities, traffic engineering, land-use planning, and parks and recreation organizations.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Attend 2-3 CDPH sponsored webinars to learn about the UD concept and expectations for the local UD training.	January – March 2016	Attendance on the webinars
Coordinate with CDPH staff to determine potential partners for participation in the UD Training and training date. CDPH technical assistance (TA) will be ongoing to provide guidance, education and review throughout this process.	January - April 2016	Names of identified partners, training date, and summary of TA sessions
Conduct logistics for the UD Training, including training site identification, invitations to partners, preparation of training materials, and other items as determined by the CDPH Training Facilitator.	January - April 2016	Training materials and agenda
Attend the UD Training and assist CDPH Training Facilitator in identifying action items. Implement a minimum of one action item.	April-June 2016	Training evaluations, sign-in sheets, and action item description for Summary Report

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Objective # ___: By June 30, 2016, LHD staff, and designees, will participate in a minimum of one webinar (hosted by CDPH) and convene one local health care partners collaboration meeting to determine actions for institutionalizing older adult falls prevention activities into the local healthcare systems.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Attend the CDPH Webinar to learn more about how to convene the LHD local health care partner meeting, the outcomes expected from this meeting and determine other factors that may be relevant to include in the meeting planning.	February 2016	Participation in the CDPH Webinar
Identify potential local health care partners for participation in the local planning meeting.	February - March 2016	List of local health care partners
Arrange meeting logistics, including date, site, agenda, facilitation roles, partner invitations, etc.	February - April 2016	Meeting materials
Conduct the planning meeting and determine at least two action steps to help institutionalize falls prevention activities within the region or community.	May-June 2016	One page synopsis (this will be added to the Summary Report)
Submit to CDPH a one-page summary of the meeting, including process evaluation, action items developed, responsible parties, and timeline for implementing these actions.	June 2016	One page synopsis (this will be added to the Summary Report)

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Objective # ___ : By June 30, 2016, at least one LHD staff member will attend a single-day Educational Forum on older adult falls prevention for advanced learning and skills building.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify at least one LHD staff to attend the conference.	March 2016	Names of identified staff/designee
Register for conference and plan travel logistics.	March-April 2016	Registration and travel documents
Attend the conference and utilize information for optimizing falls prevention programming.	May-June 2016	Conference materials

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Selecting this objective? Yes No

Optional Objective # _____ : By June 30, 2016, at least one LHD staff member, or designee, will be trained as a Stepping On Master Trainer through the Wisconsin Institute of Healthy Aging (WIHA) Online Program.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Identify at least one LHD staff, or designee, who meets the WIHA requirements for becoming a Stepping On Master Trainer.	January 2016	Name(s) of identified staff/designee
Work with WIHA to arrange for and complete the online training course.	March-June 2016	Certification of training completion
Certified trainer will register with CDPH for entry into the CDPH database as a Stepping On Master Trainer.	May-June 2016	Database entry

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Selecting this objective? Yes No

Optional Objective # ___: By September 30, 2016, LHD staff will coordinate with CDPH/Pedestrian Safety Program to implement a pilot for the Safe Routes for Seniors Tool Kit.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Participate in 3-4 conference calls and/or technical assistance sessions with CDPH to plan the toolkit pilot actions, deliverables, target communities, and other project outcomes.	January-August 2016	Participation in conference calls/technical assistance sessions
Identify 2-3 communities with higher rates of older adult pedestrian collisions for implementing the pilot project.	January - April 2016	Community descriptions and supporting collision data
Identify key stakeholders and partners within the target communities and conduct outreach to engage and educate them about the pilot project. Those involved should include jurisdictional planners, engineers, advocacy groups, law enforcement, policy makers, and others active in pedestrian safety within the community.	March - May 2016	List of partners and summary of outreach results
Working with identified partners, implement the SRFS tool kit. Activities may include walk audits, community planning sessions, educational visits with local policy makers, proposed environmental and engineering changes, promotion of media and educational messages in targeted areas, etc.	May – September 2016	Qualitative and quantitative tracking of actions implemented and known outcomes

Exhibit D
Letter of Intent to Award

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
<p>Summarize results of the pilot project by citing successes, challenges and lessons learned in a final report to CDPH. <i>The Final Pilot Report is separate from the Summary Report for the falls prevention program.</i></p>	<p>September 2016</p>	<p>Final Pilot Report</p>

**Exhibit D
Letter of Intent to Award**

**Scope of Work
January 1, 2016 – June 30, 2016**

Objective # ___ : By June 30, 2016, submit to CDPH a Summary Report and documentation of all expenses.

Major Tasks and Activities	Timeline	Performance Measure and/or Deliverables
Assemble program tracking information, evaluation results and expenditure data.	February – June 2016	Evaluation and expenditure documents
Draft the report following the format provided by CDPH. Include detail on activities completed, barriers encountered, lessons learned and strategies for continued program implementation.	June 2016	Draft Summary Report
Submit report and required fiscal documentation to CDPH.	June 2016	Summary Report and documents

Exhibit D Letter of Intent to Award

This is a sample only. Please complete the Budget Template in the Excel document.

Please round to the nearest whole dollar.

Health Department Name:

Personnel				
Position Title	Monthly Salary	Months	% FTE	Total
List each internal LHD staff position here and complete columns C,D, and E.				
List training designee(s) under Other Costs.				
Total(s) will auto populate in column F.				
Subtotal Personnel				0
Fringe Benefits	Rate			Total
Fringe Benefit Rate (insert rate in column C)		Subtotal Benefits		
Total benefit cost (benefit rate x personnel subtotal) will auto populate in column F.		Subtotal Personnel and Fringe Benefits		0
Operating Expenses - Expenses pertaining to the cost of business.				Total
Office Supplies				
Communications				
Add others or delete as necessary.				
Subtotal Operating Expenses				0
Travel - LHD staff travel costs as required to complete project deliverables. (Mileage @ max. of \$0.575/mile)				Total
Health Education Specialist travel to Alameda County for SIPP Forum				
List each position and the related trip on a separate line. This section is for LHD staff travel only. Add other lines as necessary.				
Subtotal Travel				0
Other Costs				Total
List other costs here, including designee(s) and travel for designee(s), class materials, Stepping On Master Trainer registration fee, etc.)				
Add other lines as necessary.				
Subtotal Other Costs				0
Total Direct Costs				0
Indirect Costs				Total Indirect Costs
Input the Indirect Cost rate (as a % of total personnel) and the total dollar amount in column F. See attached County Indirect Rate Chart for the maximum allowable rate for your county.				
TOTAL COSTS				0

Exhibit E

Additional Provisions

1. Cancellation / Termination

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
 - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit E

Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properl7 changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

2. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
 - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

Federal Terms and Conditions

(For federally funded Grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "Grantee" and "SubGrantee" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions

1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Grant were executed after that determination was made.
- b. This Grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Grant. In addition, this Grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Grant in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Grant shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Grant with 30-days advance written notice or to amend the Grant to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

- (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
 - d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
 - e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. **Covenant Against Contingent Fees**

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. **Air or Water Pollution Requirements**

Any federally funded grant and/or subgrants in excess of \$100,000 must comply with the following provisions unless said grant is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

6. **Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

- a. Certification and Disclosure Requirements
 - (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
 - (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
 - (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in

any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:

- (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay 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 any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

7. **Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

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**STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, 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 attempting to influence an officer or employee of any agency of the United States Government, 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, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, 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.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Grantee	Printed Name of Person Signing for Grantee
Contract / Grant Number	Signature of Person Signing for Grantee
Date	Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Older Adult Injury Prevention Program
P.O. Box 997377, MS 7214
Sacramento, CA 95899-7377

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

CERTIFICATION REGARDING LOBBYING

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Approved by OMB

0348-0046

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year ____ quarter ____ date of last report ____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known: Congressional District, If known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, If known:	
6. Federal Department/Agency	7. Federal Program Name/Description: CDFA Number, if applicable: ____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10.a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from 10a. (Last name, First name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only		Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.