



**BARBARA FERRER, Ph.D., M.P.H., M.Ed.**  
Director

**MUNTU DAVIS, M.D., M.P.H.**  
County Health Officer

**ANISH P. MAHAJAN, M.D., M.S., M.P.H.**  
Chief Deputy Director

313 North Figueroa Street, Suite 806  
Los Angeles, CA 90012  
TEL (213) 268-8117 • FAX (213) 975-1273

[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)



BOARD OF SUPERVISORS

**Hilda L. Solis**  
First District  
**Holly J. Mitchell**  
Second District  
**Lindsey P. Horvath**  
Third District  
**Janice Hahn**  
Fourth District  
**Kathryn Barger**  
Fifth District

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

51 May 7, 2024

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

May 07, 2024

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO AMEND A SOLE SOURCE CONTRACT WITH PLANNED PARENTHOOD LOS ANGELES TO SUPPORT SERVICES PROVIDED AT STUDENT WELL BEING CENTER SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

Request approval to execute an amendment to sole source Contract Number PH-003891 with Planned Parenthood Los Angeles to extend the term through June 30, 2025.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and instruct the Director of the Department of Public Health (Public Health), or designee, to execute an amendment to sole source Contract Number PH-003891, substantially similar to Exhibit I, with Planned Parenthood Los Angeles (PPLA) to continue the provision of support services in Student Wellbeing Centers (SWBCs) at schools in Los Angeles County, effective July 1, 2024 through June 30, 2025, for a total maximum obligation of \$1,400,000, 100 percent offset by Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG) Funds, Assistance Listing Number (ALN) 93.959.
2. Delegate authority to the Director of Public Health, or designee, to execute amendments to the contract that extend the term of the contract for up to four (4) years through June 30, 2029, at amounts determined by the Director of Public Health based on funding availability; allow for a no-cost adjustment to the term through December 31, 2029; allow the rollover of unspent contract funds, if allowable by the grantor; provide an increase or decrease in funding up to 10 percent above or below each term's annual base maximum obligation effective upon amendment execution or at the beginning of the applicable contract term; update the Scope of Work and/or Statement of Work, as necessary; and correct errors in the contract's terms and conditions, subject to review and approval

by County Counsel, and notification to your Board and the Chief Executive Office (CEO).

3. Delegate authority to the Director of Public Health, or designee, to execute change notices to the contracts that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary; and/or changes to hours of operation and/or service locations.

4. Delegate authority to the Director of Public Health, or designee, to immediately suspend the contract upon issuing a written notice to contractors who fail to fully comply with program requirements and to terminate the contract for convenience by providing a 30-calendar day advance written notice to the contractor.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

PPLA provides education and outreach programs to Los Angeles County (LAC) communities, schools, parents, and health professionals. PPLA's programs include training, professional development, sexuality education, and information about preventing pregnancy and sexually transmitted infections (STIs). In addition, in collaboration with Public Health, PPLA has established SWBCs that focus on substance use prevention. As of February 2022, there are 39 SWBCs: 27 are located in Los Angeles Unified School District middle and high schools and 12 are located in high schools throughout unincorporated LAC. The SWBCs are primarily staffed with Public Health youth educators, and some include PPLA behavioral health staff. Together, these staff provide a wide range of health-related services to students at the SWBCs.

Approval of Recommendation 1 will allow Public Health to execute an amendment to the sole source contract with PPLA to extend the term through June 30, 2025, for the continuation of emergent and time sensitive support services at SWBCs at up to 50 centers in schools across the LAC. Services provided by PPLA include: 1) provide training and technical assistance to the Public Health youth educators within the SWBCs to ensure youth educators have the skills and knowledge to capably support adolescents; 2) support the existing Promotora program at each center to engage and educate parents in Spanish and English; and, 3) continue to support a dedicated call center to provide additional support and referrals to Public Health Substance Abuse Prevention and Control (SAPC) treatment programs. Services provided to all students at the SWBCs include: emotional wellbeing support and education, substance use prevention and education, sexual health education, STI testing, reproductive health services, and referrals to other needed services.

Approval of Recommendation 2 will allow Public Health to execute amendments to the sole source contract to extend and/or adjust the term; rollover unspent funds; increase or decrease funding up to 10 percent above or below the annual base maximum obligation; update the statement of work and/or scope of work; and/or correct errors in the contract's terms and conditions, as necessary.

Approval of Recommendation 3 will allow Public Health to execute change notices to the contract that authorize that authorize modifications to the budget with corresponding modifications to the statement of work and/or scope of work, that are within the same scope of services, as necessary and changes to hours of operation and/or service locations.

Approval of Recommendation 4 will allow Public Health to immediately suspend or terminate the contract with contractor who fail to perform and/or to fully comply with program requirements, and terminate the contract for convenience by providing a 30-calendar day advance written termination

notice to contractor.

**Implementation of Strategic Plan Goals**

The recommended actions support Strategy I.2, Enhance Our Delivery of Comprehensive Interventions, of the County's Strategic Plan.

**FISCAL IMPACT/FINANCING**

The total cost for the recommended actions for the period of July 1, 2024, through June 30, 2025 is \$1,400,000 fully funded by SUBG Funds, ALN number 93.959.

Funding for these services has been included in Public Health's FY 2024-25 Recommended Budget and will be included in future FYs, as necessary.

There is no net County cost associated with this action.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

As required under Board Policy 5.100, Public Health notified your Board on February 21, 2024 of its intent to request your Board's approval to extend the term of the existing sole source contract with PPLA through June 30, 2025, for the continuation of the provision of support services at SWBCs.

County Counsel has reviewed and approved Exhibit I as to use. Attachment A is the sole-source checklist signed by the CEO.

**CONTRACTING PROCESS**

On March 5, 2019, your Board delegated authority to the Director of Public Health to execute the sole source contract with PPLA to establish a new wellbeing center model to be implemented at local schools across the County and provide and accept referrals for other substance use related services.

Amendments to further extend the sole source contract with PPLA were executed under the October 13, 2020 CEO delegated authority and delegation of authority from your Board on June 6, 2023.

A sole source contract amendment to extend the term of the contract with PPLA is needed to establish new SWBCs and support existing SWBCs within LAC high schools. PPLA is a leading provider of high-quality, affordable health care, and the nation's largest provider of sexual health education. It leads the country with the most up-to-date medical standards and guidelines for reproductive health care. PPLA's comprehensive sexuality education curriculum provided to SWBC staff focuses on critical thinking, human rights, gender equality, and access to health care, and is aligned with the sexual health education requirements of the California Healthy Youth Act. PPLA provides the infrastructure at LAC schools with SWBCs to meet the County's aim to provide services that increase wellbeing among school-aged youth. Additionally, PPLA's clinics are located in schools throughout LAC and/or near existing SWBCs, giving it a one-of-a-kind advantage in offering timely access to critical clinical health services for LAC's adolescents.

This is a specialized bundle of services, and seeking a replacement provider through a competitive solicitation process would take a minimum of six months and an extensive amount of staff and administrative time, which would equate to a substantial cost for the County. The current contract

with PPLA expires June 30, 2024. If this contract is not extended, this vulnerable population will be left without access to these important services for a number of months while a competitive solicitation is run to identify other potential providers. It is more cost-effective and in the best economic interest of the County to exercise this contract extension option with PPLA and take advantage of their extensive experience providing these services and utilize the existing infrastructure in place.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will allow Public Health to ensure that students at the SWBCs receive emotional wellbeing support and education, substance use prevention and education, sexual health education, STI testing, reproductive health services, and referrals to other needed services to support well-being of LAC adolescents.

Respectfully submitted,



Barbara Ferrer, PhD, MPH, MEd

Director

BF:mo

BL:07448

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

### SOLE SOURCE CHECKLIST

Department Name: Public Health

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/>            | New Sole Source Contract                   | Planned Parenthood Los Angeles<br>PH-003891-7 |
| <input checked="" type="checkbox"/> | Sole Source Amendment to Existing Contract |   |
|                                     | Date Existing Contract First Approved:     | <u>5/2/2019</u>                               |

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>“Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input checked="" type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Erika Bonilla  
Chief Executive Office

4/11/24  
Date

Amendment No. 7

**DEPARTMENT OF PUBLIC HEALTH  
WELL-BEING CENTERS CONTRACT**

THIS AMENDMENT is made and entered into on \_\_\_\_\_,

by and between COUNTY OF LOS ANGELES (hereafter "County"),

and PLANNED PARENTHOOD LOS ANGELES (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "WELL-BEING CENTERS CONTRACT," dated May 2, 2019, and further identified as Contract No. PH-003891, and any amendments thereto (all hereafter "Contract"); and

WHEREAS, on May 7, 2024, the Board of Supervisors (Board) delegated authority to the Director of the Department of Public Health (Public Health), or designee, to execute amendments to the Contract to extend the term and make other designated changes; and

WHEREAS, County and Contractor intend to amend the Contract to extend the term for 12 months through June 30, 2025, and make other hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it continues to possess the competence,

expertise, and personnel necessary to provide services consistent with the requirements of this Contract and consistent with the professional standard of care for these services.

NOW, THEREFORE, the parties agree as follows:

1. This amendment is effective July 1, 2024.

2. Exhibit B-7 (Scope of Work), Exhibit C-7 (Budget), and Exhibit K-1 (Notice of Federal Sub-award Information), attached hereto and incorporated herein by reference, are added to the Contract.

3. Paragraph 1, APPLICABLE DOCUMENTS, is deleted in its entirety and replaced as follows:

“1. APPLICABLE DOCUMENTS:

Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6, B-7 C, C-1, C-2.1, C-3, C-4, C-5, C-6, C-7, D, E, F, G, H, I, J, K and K-1 are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, budget, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the terms and conditions of the Contract and then to the Exhibits as listed below:

Standard Exhibits

Exhibit A – Statement of Work – (Intentionally Omitted)

Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6 and B-7 – Scope(s) of Work

Exhibits C, C-1, C-2.1, C-3, C-4, C-5, C-6 and C-7 – Budget(s)

Exhibit D – Contractor’s EEO Certification

Exhibit E – Contractor Acknowledgement, Confidentiality Agreement  
Exhibit F – Health Insurance Portability and Accountability Act (HIPAA)

Unique Exhibits

Exhibit G – Charitable Contributions Certification  
Exhibit H – Substance Abuse Prevention and Treatment Block Grant (SABG) Federal Requirements  
Exhibit I – Jury Service Program  
Exhibit J – COVID19 Vaccination Certification of Compliance  
Exhibit K and K-1 – Notice(s) of Federal Subaward Information”

4. Paragraph 2, DEFINITIONS, Subparagraph A, is deleted in its entirety and replaced as follows:

“A. Contract: This agreement is executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services, and other work including the Scopes of Work, Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6 and B-7.”

5. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph A, is deleted in its entirety and replaced as follows:

“A. Contractor shall provide services in the manner described in Exhibits B, B-1, B-2, B-3, B-4, B-5, B-6 and B-7 (Scopes of Work), attached hereto and incorporated herein by reference.”

6. Paragraph 3, DESCRIPTION OF SERVICES, Subparagraph D is added as follows:

“D. Federal Award Information for this Contract is detailed in Exhibits K and K-1, Notice(s) of Federal Subaward Information, attached hereto and



incorporated herein by reference.”

7. Paragraph 4, TERM OF CONTRACT, is deleted in its entirety and replaced as follows:

“4. TERM OF CONTRACT:

The term of this Contract is effective May 2, 2019, and shall continue in full force and effect through June 30, 2025, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

8. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, Subparagraph I, is added as follows:

“J. For the period of July 1, 2024, through June 30, 2025, the maximum obligation of County for all services provided hereunder shall not exceed one million, four hundred thousand Dollars (\$1,400,000), as set forth in Exhibit C-7, attached hereto and incorporated herein by reference.”

9. Paragraph 36 of the Additional Provisions, CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS, is deleted in its entirety and replaced as follows:

“36. CONSIDERATION OF HIRING GAIN/START PARTICIPANTS:

A. Should the Contractor require additional or replacement personnel after the effective date of this Contract, Contractor will give consideration for any such employment openings to participants in the County’s Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor’s minimum qualifications for the open

position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractor must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and bservices@opportunity.lacounty.gov and DPSS will refer qualified GAIN/START job candidates.

B. In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

10. Except for the changes set forth herein, the Contract shall not be changed in any other respect by this amendment.

/

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this amendment to be subscribed by its Director of Public Health, or designee, and Contractor has caused this amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

PLANNED PARENTHOOD OF LOS  
ANGELES  
\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title \_\_\_\_\_

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL  
DAWYN R. HARRISON  
County Counsel

APPROVED AS TO CONTRACT  
ADMINISTRATION:

Department of Public Health

By \_\_\_\_\_  
Contracts and Grants Division Management

#07448:mo

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK  
PLANNED PARENTHOOD LOS ANGELES  
JULY 1, 2024 THROUGH JUNE 30, 2025

	Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
1.	Capacity Building for Department of Public Health (Public Health) Senior Health Educators, Health Educators, and other education staff (hereafter “Health Educators”)	1.1 Manage and coordinate Public Health Health Educator Trainings.	1.1 Training scheduled in the months of August 2024 and January 2025 for new educators	1.1 Curriculum for Health Educators will be kept on file for 1 year after the end of the contract.  1.2 Training materials and Health Educator training schedule will be kept on file.
2.	Training and Coaching Public Health Educators	<p>2.1 Training and Coaching services:</p> <ul style="list-style-type: none"> <li>a) Quarterly refresher training</li> <li>b) Coaching</li> <li>c) Monthly check-ins and/or observations with Health Educators</li> </ul> <p>2.2 Train and coach Public Health’s Health Educators to mentor youth leaders to serve as resources for behavioral health risks (tobacco, drug, alcohol use) and sexual health information.</p>	<p>2.1 Coaching ongoing through June 30, 2025</p> <p>2.2a Training is provided in the months agreed upon by DPH and PPLA, with one per quarter.</p> <p>2.2b Check-in and/or observations performed monthly for each site, including up to 50 high school sites in PPLA’s service area.</p> <p>2.2c Ongoing through June 30, 2025</p>	<p>2.1 Initial Health Educator training schedule and sign-in sheets will be kept on file for 1 year after the end of the contract.</p> <p>2.2a Coaching for Health Educators will be included in quarterly update report.</p> <p>2.2b Quarterly training schedule and sign-in sheets for Health Educators will be kept on file for 1 year after the end of the contract.</p> <p>2.2c Monthly Check-in with and/or observations of Health Educators will be included in a monthly update report.</p>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK  
PLANNED PARENTHOOD LOS ANGELES  
JULY 1, 2024 THROUGH JUNE 30, 2025

EXHIBIT B-7

	Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
		2.3 Provide training and materials for Promotoras for English and Spanish-speaking parents/volunteers at up to 50 Wellbeing Center High Schools.	2.3. Ongoing through June 30, 2025	2.3 Sign in Sheets, participation records
3.	Parent Education and Community Engagement	<p>3.1 Provide training and materials for Spanish and English-speaking parents/volunteers, as needed.</p> <p>3.2 Coordinate outreach at school sites to engage parents to combat risky behaviors among teens.</p>	<p>3.1 Ongoing through June 30, 2025</p> <p>3.2 Ongoing through June 30, 2025</p>	<p>3.1 Training schedule and sign-in sheets for Promotoras and Parents/Volunteers will be kept on file for 1 year after the end of the contract.</p> <p>3.2 Training materials will be kept on file. Schedule of outreach activities will be included in quarterly update report.</p>
4.	Call Center: Confidential, Informed Support	<p>4.1 Call center staff support, including:</p> <ul style="list-style-type: none"> <li>a) Assist students in confidentially scheduling appointments at centers,</li> <li>b) Discuss insurance and payment questions,</li> <li>c) Answer questions about sexual health and wellbeing and provide advice and support for sexually transmitted infection,</li> <li>d) Case managers and/or mental health professionals refer and/or connect students to care for sexual health, Substance Use Disorder, and mental health.</li> </ul>	4.1 Ongoing through June 30, 2025	<p>4.1 Quarterly report documents to include:</p> <ul style="list-style-type: none"> <li>a) Number of calls</li> <li>b) Type of calls</li> <li>c) Geographical location of caller</li> <li>d) Time and day of calls</li> <li>e) Referrals, including provider and purpose.</li> </ul>

COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH  
SCOPE OF WORK  
PLANNED PARENTHOOD LOS ANGELES  
JULY 1, 2024 THROUGH JUNE 30, 2025

EXHIBIT B-7

	Deliverables	Activities and Subtasks	Timeline	Documentation & Tracking Measures
		<p>4.2 Call Center hours of operation weekdays, 12 hours a day, 8 hours on Saturdays.</p> <p>4.3 Call Center dedicated phone number and related services and processes for students served by identified schools</p>	<p>4.2 Ongoing through June 30, 2025</p> <p>4.3 Ongoing through June 30, 2025</p>	<p>4.2 Call Center written and published schedule will be kept on file and bi-annual monitoring will be conducted by Office of Planning, Integration and Engagement.</p> <p>4.3 Dedicated phone number to be established.</p>

**PLANNED PARENTHOOD LOS ANGELES**

**WELL-BEING CENTERS**

	<u>07/01/24 to 06/30/25</u>
Salaries	\$1,057,305
Employee Benefits	<u>\$ 215,690</u>
Total Employee Salaries and Benefits	<b>\$1,272,995</b>
Operating expenses	\$ 0
Capital Expenditures	\$ 0
Other Costs	\$ 127,005
Indirect Cost	\$ 0
TOTAL PROGRAM BUDGET	<hr/> <b>\$1,400,000</b>

During the term of this Agreement, any variation to the above budget must have prior written approval of the Office of Planning, Intervention and Engagement. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.



**Recipient Information**

**Federal Award Information (www.usaspending.gov)**

1. Recipient Name (i)

2. Vendor Customer Code (VCC)

3. Employer Identification Number (EIN)

4. Recipient's Unique Entity Identifier (ii)  
Unique Entity ID  
(www.SAM.gov)

5. Award Project Title

6. Project Director  
Name:  
Title:  
Address:  
  
E-mail:

7. Authorized Official  
Name:  
Title:  
Address:  
  
E-mail:

10. Federal Award Number

11. Federal Award Date (iv)

12. Unique Federal Award Identification Number (FAIN) (iii)

13. Name of Federal Awarding Agency (xi)

14. Federal Award Project Title (x)

15. Assistance Listing Number (xii)

16. Assistance Listing Program Title (xii)

17. Is this Award R&D? (xiii)

Summary Federal Subaward Financial Information	
18. Budget Period Start Date (vi):	End Date:
19. Total Amount of Federal Funds Obligated by this Action (vii)	\$
19a. Direct Cost Amount	\$
19b. Indirect Cost Amount (xiv)	\$
20. Authorized Carryover	\$
21. Offset	\$
22. Total Amount of Federal Funds Obligated this Budget Period (viii)	\$
23. Total Approved Cost Sharing or Matching, where applicable	\$
24. Total Federal and Non-Federal Approved this Budget Period (ix)	\$
25. Projected Performance Period Start Date (v):	End Date:
26. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	\$

**County Department Information (xi)**

8. County Department Contact Information  
Name:  
Title:  
Address:  
  
E-mail:

9. Program Official Contact Information  
Name:  
Title:  
Address:  
  
E-mail:

27. Authorized Treatment of Program Income

28. County Program Officer Signature

Name:  
Title:

\_\_\_\_\_  
Signature/Date

**29. Remarks**



<b>Notice of Federal Subaward Information Instructions</b>		
<b>Note: The Roman numerals on the Notice of Federal Subaward Information template and instructions correspond to the 14 federal award identification requirements from Section 200.332 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.</b>		
<b>#</b>	<b>Subaward Information Requested</b>	<b>Instructions/Comments</b>
<b>Recipient Information</b>		
1	Recipient Name (i)	Name of the subrecipient that the department is providing the subaward to (e.g., Special Services for Groups).
2	Vendor Customer Code (VCC)	eCAPS VCC for the corresponding subrecipient listed on #1.
3	Employer Identification Number (EIN)	EIN for the corresponding subrecipient listed on #1.
4	Recipient's Unique Entity Identifier (ii) Unique Entity ID	Unique Entity Identifier for the corresponding subrecipient listed on #1. As of April 4, 2022, the Data Universal Numbering System (DUNS) was replaced by the Unique Entity Identifier for federal award identification.
5	Award Project Title	Provide project title of the subaward given to the subrecipient by the department.
6	Project Director	Provide name, title, address, and e-mail of the subrecipient individual that will manage the subaward.
7	Authorized Official	Provide name, title, address, and e-mail of the subrecipient individual authorized to accept the subaward.
<b>County Department Information (xi)</b>		
8	County Department Contact Information	Provide name, title, address, and e-mail of department employee that can be contacted regarding the subaward issued to the subrecipient.
9	Program Official Contact Information	Provide name, title, address, and e-mail of department employee that is responsible for managing/monitoring the subaward issued to the subrecipient.
<b>Federal Award Information</b>		
10	Federal Award Number	The federal government provides the department with an award number as the prime recipient. Provide the corresponding federal award number given by the federal government to the subrecipient.
11	Federal Award Date (iv)	Date the federal award was given to the department.
12	Unique Federal Award Identification Number (FAIN) (iii)	FAIN that corresponds to the award provided by the federal government.
13	Name of Federal Awarding Agency (xi)	Name of federal department that provided the award to the department (e.g., Health and Human Services).
14	Federal Award Project Title (x)	Project title that corresponds to the award provided by the federal government.
15	Assistance Listing Number (ALN) (xii)	ALN that corresponds to the award provided by the federal government.
16	Assistance Listing Program Title (xii)	ALN program title that corresponds to the subaward provided by the federal government.
17	Is this Award R&D? (xiii)	Indicate whether the subaward given to the subrecipient is for research and development.
<b>Summary Federal Subaward Financial Information</b>		
18	Budget Period Start/End Date (vi)	Indicate the budget start and end dates for the subaward provided to the subrecipient.
19	Total Amount of Federal Funds Obligated by this Action (vii)	Indicate the total amount of federal funds that will be provided to the subrecipient during the budgeted period for the corresponding subaward.
19a	Direct Cost Amount	Indicate the direct cost amount of federal funds that will be provided to the subrecipient during the budgeted period for the corresponding subaward.
19b	Indirect Cost Amount (xiv)	Indicate the indirect cost amount of federal funds that will be provided to the subrecipient during the budgeted period for the corresponding subaward.
20	Authorized Carryover	If there are unspent funds at the end of the budget period, indicate the amount the department will allow the subrecipient to carry forward to the next budget period, if applicable.
21	Offset	If applicable, indicate the amount that will be offset.
22	Total Amount of Federal Funds Obligated this Budget Period (viii)	If applicable, indicate the total amount of federal funds that will be provided to the subrecipient during the current budget period for the corresponding subaward.
23	Total Approved Cost Sharing or Matching, where applicable	If applicable, indicate the total amount approved for cost sharing or matching.
24	Total Federal and Non-Federal Approved this Budget Period (ix)	Total of amounts listed in #19 (i.e., budget period) and #22 (i.e., current budget period).
25	Projected Performance Period Start/End Date (v)	Indicate the performance start and end dates for the subaward provided to the subrecipient.
26	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	If the subaward amount provided to subrecipient includes cost sharing or matching, indicate the total amount of the subaward including approved cost sharing or matching amounts.
<b>Final Sections</b>		
27	Authorized Treatment of Program Income	Provide to the subrecipient any instructions received from the federal awarding agency as to authorized uses of any program income generated (e.g., return to federal agency, reinvest in grant program).
28	County Program Officer Signature	Signature, name, and title of County Program Officer corresponding to the subaward.
29	Remarks	Add any additional comments needed corresponding to the subaward.