

ORIGINAL

ORDINANCE NO. 2019-018

Creating a New Fund for PHEP Cooperative Agreement Funds

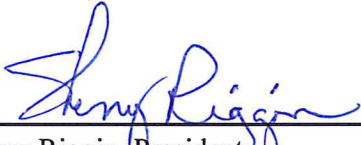
WHEREAS, the Delaware County Health Department receives funds from the Indiana State Department of Health;

WHEREAS, the funding source origin CFDA number differs from previous grant cycles;

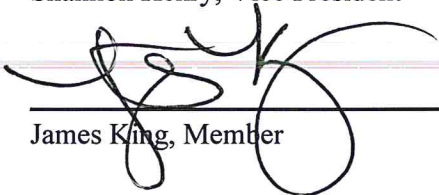
WHEREAS, it is necessary to establish a new fund in the Auditor's Office into which the proceeds will be deposited;

NOW THEREFORE, BE IT ORDAINED BY THE COUNTY COMMISSIONERS OF DELAWARE COUNTY, INDIANA THAT: The Delaware County Health Department shall be permitted to establish a fund entitled PHEP COOPERATIVE AGREEMENT and has issued a budget fund number of 8147 PHEP CFDA 93.069 with respect to these funds and such funds are non-reverting, further the expenditure of said funds shall not require appropriation by County Council.

Dated this 3 day of September, 2019


Sherry Riggin, President


Shannon Henry, Vice President


James King, Member

Delaware County Commissioners

ATTEST:

Steven G. Craycraft, Auditor

547 /
0657

Exhibit B

DELAWARE COUNTY REQUEST FOR GRANT APPLICATION

(This form must be completed and approved by the County
Commissioners prior to applying for any grant.)

COUNTY DEPARTMENT: Delaware County Health Department
COUNTY DEPARTMENT HEAD: Jammie Bane
GRANT TITLE: PHEP Cooperative Agreement
GRANT AGENCY: Indiana State Dept. of Health
AGENCY CONTACT PHONE #: _____
AGENCY CONTACT NAME: _____

Check all that apply:

FEDERAL GRANT: CFDA #: 93.069
 Pass-Through
 Direct

STATE GRANT:
 Pass-Through
 Direct

LOCAL GRANT:
 Pass-Through
 Direct

GRANT TYPE:

REIMBURSABLE (County spends and is reimbursed—requires a budget)
 PASS THROUGH (County receives funds which are passed on to another entity)
 ADVANCE (County receives funds in advance—requires a budget)

GRANT PERIOD DATES:

STARTING: 7/1/2019
ENDING: 6/30/2020
GRANT YEAR (e.g., 2019, FY2020, etc.): 2020

AMOUNT REQUESTED: \$ 25,000.00

COUNTY MATCH?
 YES AMOUNT OF MATCH: _____
 NO

Exhibit C

DELAWARE COUNTY GRANT MONIES REQUESTED FORM

(This form must be completed by the requesting department)

REQUEST DATE: 8/14/2019

REQUESTING DEPARTMENT: Health Dept.

HEAD OF REQUESTING DEPARTMENT: Jammie Bane

REQUESTING EMPLOYEE: Stephanie Myers

AMOUNT REQUESTED: \$ 25,000.00

FUND NUMBER: _____

FUND NAME: PHEP Cooperative Agreement

CFDA NUMBER: 93.069

GRANTING AGENCY: Indiana State Dept of Health

GRANT PROGRAM/PROJECT TITLE: _____

PASS-THROUGH AGENCY: Indiana State Dept of Health

STATE AWARD NUMBER: NU 90TP922052

STATE AWARD NAME: PHEP Cooperative Agreement

EDS NUMBER: _____

Requesting Employee Signature: Stephanie Myers

Requesting Department Head Signature: Jammie Bane

AUDITOR'S OFFICE USE ONLY

Approved By: _____ (Signature)
Approved By: _____ (Printed Name)
Approval Date: _____

Exhibit D

DELAWARE COUNTY GRANT SUMMARY FORM

PROJECT NAME: PHEP Cooperative Agreement

AWARD NUMBER: NU90TP922052

AWARD NAME: PHEP Cooperative Agreement

AWARD METHOD** : Reimbursable

FUND NAME & NUMBER: _____

INITIATING DEPARTMENT: Delaware County Health Department

CONTACT PERSON NAME: Jammie Bane

CONTACT PERSON PHONE: 765-747-7721

CONTACT PERSON EMAIL: jbane@co.delaware.in.us

PASS-THROUGH AGENCY: Indiana State Department of Health

CONTACT PERSON NAME: Marianne Cappel, Contract Specialist

CONTACT PERSON PHONE: 317-233-8204

CONTACT PERSON EMAIL: mcappel@isdh.in.gov

PASS-THROUGH COMPLETION DATE: 8/13/2019

GRANTING AGENCY: cdc / hhs Dept. of Health and Human Services

GRANT PROGRAM/PROJECT TITLE: _____

CFDA NUMBER: 93.069

STATE AWARD NUMBER: NU90TP922052

EDS NUMBER: _____

NOTES: _____

** Advanced; Reimbursed; Noncash; Loan; Income; Other

PURPOSE AND EXPLANATION OF GRANT (continue on additional pages as necessary):

We currently have been working with this same grant'
but this cycle has a new CFDA#

Department Head Signature: Jammie Bane

Printed or Typed Name: Jammie Bane

Date: 8 / 14 / 2019

HAVING BEEN PRESENTED AND CONSIDERED AT A DULY CALLED PUBLIC MEETING OF THE DELAWARE COUNTY, INDIANA BOARD OF COMMISSIONERS, THIS REQUEST FOR GRANT APPLICATION IS HEREBY APPROVED AS OF THIS, THE _____ DAY OF _____, 20_____

[Signature]
Commissioner

[Signature]
Commissioner

Commissioner

ATTEST:
[Signature]
Auditor, Delaware County, Indiana



**Purchase Order
Grant
State of Indiana**

Approved by Encompass Leadership Team - 2011

Order #	Date	Required Date	Page
0020002780	07/01/2019	07/31/2019	1 of 1
Requisition Number: 0000041549			
Vendor ID:		0000057545 REMIT001	
Agency: 00400 Health			
Pay Terms: Invoice Due Upon Receipt			
Fund/Object/Center: 61910/ 571100/ 331000			

Vendor 0000057545 REMIT001 2

Remit to
 DELAWARE COUNTY
 DELAWARE COUNTY AUDITOR/TREASURER
 100 W MAIN ST
 MUNCIE IN 47305

Ship To
 State Department of Health
 Section 2-C
 2 N MERIDIAN ST
 INDIANAPOLIS IN 46204

Vendor Name Address
 DELAWARE COUNTY
 DELAWARE COUNTY AUDITOR/TREASURER
 100 W MAIN ST
 MUNCIE IN 47305

Bill To
 Health
 State Department of Health
 Section 2-C
 2 N MERIDIAN ST
 INDIANAPOLIS IN 46204

Vendor Contact
 Name:
 eMail:
 Phone:

Buyer
 Name: Seth C Greathouse - 00400
 eMail: SGreathouse@isdh.IN.gov

Purchase Order Line Details							
Item No	Description	(FOB Destination)	Qty Ordered	Qty Recd	UOM	Unit Price	Extended Amt
1- 1	FY20-BASE-Grant Agreement-Delaware County Health Department		1.0000		EA	25,000.0000	25,000.00
Contract ID: 0000000000000000000035385 Contract Line: 1 Release: 1							
Deliveries acceptable only between 8:30 AM and 4:00 PM, Monday through Friday							

Units of Measure, Handling, Totals, Signatures

The following UN/CEFACT Unit of Measure Common Codes are used in this document:
 EA Each

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Total PO Amt. \$ 25,000.00

Indiana Department of Administration Authorized Approver Seth C Greathouse - 00400	CONFIRMATION OF RECEIPT	
	I certify that the items listed above were received. All commodities appeared to conform to specifications and showed no patent defects, except as otherwise noted.	
12-AUG-2019	Signature of State Employee Receiver	Date Signed(Month/Day/Year)

FUNDING ENCUMBERED BY THE AUDITOR OF STATE
 I certify that there is sufficient unencumbered balance in the above account to cover the amount of this order, and that funds have been set aside for payment hereof.



00400 0020002780

GRANT AGREEMENT

CONTRACT #0000000000000000000035385

This Grant Agreement (this "Grant Agreement"), entered into by and between the Indiana State Department of Health (the "State") and **DELAWARE COUNTY HEALTH DEPARTMENT** (the "Grantee"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement; Funding Source.

The purpose of this Grant Agreement is to enable the State to award a Grant of **\$25,000.00** to the Grantee for eligible costs of the services or project (the "Project") described in **Attachments A and B** of this Grant Agreement, which are incorporated fully herein. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with Federal Code **§ 42 USC 241A 247B** establishing the authority to make this Grant, as well as any rules adopted thereunder. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

FUNDING SOURCE:

If Federal Funds: Program Name per Catalog of Federal Domestic Assistance (CFDA):

PHEP Cooperative Agreement

CFDA # 93.069

If State Funds: Program Title N/A

2. Representations and Warranties of the Grantee.

- A. The Grantee expressly represents and warrants to the State that it is statutorily eligible to receive these Grant funds. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the funds.

- B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

- A. The Grantee shall implement and complete the Project in accordance with **Attachment A**. Modification of the Project shall require prior written approval of the State.

- B. The Grantee shall submit to the State written progress reports until the completion of the Project. These reports shall be submitted on a **quarterly** basis and shall contain such detail of progress or performance on the Project as is requested by the State.

Grantee and not processed for payment. Failure to comply with the provisions of this Grant Agreement may result in the denial of a claim for payment.

7. Project Monitoring by the State.

The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in **Attachment A** and the terms and conditions of the Grant Agreement;
- B. the actual expenditure of state, local and/or private funds expended to date on the Project is in conformity with the amounts for each Budget line item as set forth in **Attachment B** and that unpaid costs have been properly accrued;
- C. that Grantee is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to the State.

8. Compliance with Audit and Reporting Requirements; Maintenance of Records.

- A. The Grantee shall submit to an audit of funds paid through this Grant Agreement and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and for a period of three (3) years after final payment for inspection by the State or its authorized designee. Copies shall be furnished to the State at no cost
- B. If the Grantee is a "subrecipient" of federal grant funds under 2 C.F.R. 200.330, Grantee shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.* if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements).
- C. If the Grantee is a non-governmental unit, the Grantee shall file the Form E-1 annual financial report required by IC § 5-11-1-4. The E-1 entity annual financial report will be used to determine audit requirements applicable to non-governmental units under IC § 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*, https://www.in.gov/sboa/files/erfa_2016.pdf. Guidelines for filing the annual report are included in **Attachment D** (Guidelines for Non-governmental Entities).
- D. The Grantee must provide a copy of its Audit Report to:

Indiana State Department of Health
2 North Meridian Street, Audit Section 2C-99
Indianapolis, IN 46204

- (A) the Grantee, except for de minimis and nonsystematic violations, has not violated the terms of:
- (i) IC §24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC §24-5-12 [Telephone Solicitations]; or
 - (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];
- in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
- (B) the Grantee will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.
- (2) The Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, except for de minimis and nonsystematic violations,
- (A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement even if IC §24-4.7 is preempted by federal law.

10. Debarment and Suspension.

A. The Grantee certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant by any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this Grant Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

B. The Grantee certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Grantee shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

11. Drug-Free Workplace Certification.

As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Grantee certifies and agrees that it will provide a drug-free workplace by:

The State may terminate for default if the Grantee fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

13. Funding Cancellation.

As required by Financial Management Circular 2007-1 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

14. Governing Law.

This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

15. Information Technology Accessibility Standards.

Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended. The federal Electronic and Information Technology Accessibility Standards can be found at: <http://www.access-board.gov/508.htm>.

16. Insurance.

The Grantee shall maintain insurance with coverages and in such amount as may be required by the State or as provided in its Grant Application.

17. Nondiscrimination.

Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Grantee covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.

22. Federal and State Third-Party Contract Provisions.

If part of this Grant involves the payment of federal funds, the Grantee and, if applicable, its contractors shall comply with the federal grant / contract provisions attached as **Attachment C** and incorporated fully herein.

23. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties - Deleted

24. HIPAA Compliance.

If this Grant Agreement involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Grantee covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.

25. Amendments.

No alteration or variation of the terms of this Grant shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. Any alterations or amendments, except a change between budget categories which requires the prior written consent of a duly authorized representative of the State, shall be subject to the contract approval procedure of the State.

26. State Boilerplate Affirmation Clause.

I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's standard contract clauses (as contained in the *2018 OAG/ IDOA Professional Services Contract Manual* or the *2018 SCM Template*) in any way except as follows:

Amendments
Compliance with Audit and Reporting Requirements; Maintenance of Records
HIPAA Compliance
Implementation of and Reporting on the Project
Order of Precedence
Payment of Claims
Project Monitoring by the State
Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties
Representations and Warranties of the Grantee

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ATTACHMENT A
PUBLIC HEALTH EMERGENCY PREPAREDNESS
BUDGET PERIOD 1 (July 1st, 2019 – June 30th, 2020)
GRANT INFO CFDA: 93.069

INTRODUCTION

The Division of Emergency Preparedness (DEP) within the Indiana State Department of Health (ISDH) is the entity responsible for administering Public Health Emergency Preparedness grant (PHEP) received from the Centers for Disease Control and Prevention (CDC), and the Healthcare Preparedness Program (HPP) grant received from the Assistant Secretary for Preparedness and Response (ASPR). The ISDH-DEP administers these funds through sub-recipient agreements which require various activities aimed at enhancing state and local preparedness in order to better respond to public health and healthcare emergencies.

COORDINATOR TRAINING

Each LHD is required to participate in training in the following areas during Budget Period 1 (BP1). This is a minimum requirement list of trainings. The ISDH DEP is working to develop a Public Health Preparedness Certification program that once finalized, will be shared with all LHD's.

The Preparedness Coordinator must obtain an Indiana Public Safety Identification (PSID) number and FEMA Student Identification (SID) number by completing the *Application for Public Safety Identification Number* (<https://www.in.gov/dhs/3880.htm>) and registering for a FEMA SID (<https://cdp.dhs.gov/femasid>).

Deliverable 1: Provide PSID and SID number to ISDH no later than 8/1/2019

Due Date: 8/2/2019

Submit to: ISDH DEP Region Manager

Template: N/A

The Preparedness Coordinator must complete (or provide proof of prior completion) the online courses in the CDC TRAIN Basics of Public Health Preparedness training plan (https://www.train.org/cdctrain/training_plan/1809).

Deliverable 2: CDC TRAIN Basics of Public Health Preparedness course(s) completion certification(s)

Due Date: 3/30/2020

Submit to: ISDH DEP Region Manager

Template: N/A

The Preparedness Coordinator must complete (or provide proof of prior completion) the following FEMA Independent Study (IS) Courses (<https://training.fema.gov/is/>):

NIMS/ICS

- [Introduction to the Incident Command System, ICS 100 \(IS-100.c\)](#)
- [Basic Incident Command System for Initial Response \(IS-200.c\)](#)
- [An Introduction to the National Incident Management System \(IS-700.b\)](#)
- [National Response Framework, an Introduction \(IS-800.c\)](#)

Exercise

- [An Introduction to Exercises \(IS-120.c\)](#)
- [How to be an Exercise Evaluator \(IS-130.a\)](#)
- [Exercise Design and Development \(IS-139.a\)](#)

Deliverable 3: Complete FEMA IS courses and provide proof of completion/certification

***ISDH will develop a best practice document that will be adopted by the LHD and included in their Emergency Operations Plan (EOP) development.*

ALL-HAZARDS EMERGENCY OPERATIONS PLAN

The ability of a community, through public health agencies, to develop, maintain, and utilize collaborative relationships among government, private, and community organizations to develop and utilize shared plans for responding to and recovering from disasters and public health emergencies. Each LHD will begin developing an all-hazards emergency operations plan (EOP) that include multiple annexes covering operations. Many of the considerations included in the plan are already covered and addressed at a local level. The Local Health Department will review the template provided by ISDH DEP to address those planning considerations already in place and submit to the ISDH DEP. Upon completion of the initial input and analysis, the ISDH DEP will review and provide further guidance to LHDs on those capabilities and functions that need further development as we move into Budget Period 2 (2020-2021) with completion of all 15 capabilities by 2025.

Deliverable: LHD to review the guidance and address those planning considerations already in place.

Due Date: 3/30/2020

Submit to: ISDH DEP Region Manager

Template: ISDH DEP will provide EOP Planning Guidance/Template by 7/1/2019.

TRAINING AND EXERCISE PLANNING

The LHD will coordinate training, exercise planning, and implementation by participating in the annual County Emergency Management Agency Training and Exercise Planning Workshop (TEPW) when applicable and the District Healthcare Coalition (HCC) Training and Exercise Planning Workshop to provide input of the public health and medical training and exercise identified needs of their jurisdiction to the District HCC.

Deliverable: Jurisdictional Public Health & Medical (ESF-8) TEP

Due Date: when scheduled by EMA and/or HCC; no later than 3/30/2020

Submit to: ISDH DEP Region Manager

Template: N/A - EMA and/or HCC Sign-In Sheets from TEPW(s)

POINT OF DISPENSING (POD) EXERCISE

All LHDs will conduct evaluation and improvement planning by conducting the following exercise activities; a POD Site Activation Notification, POD Site Assembly and POD Set Up.

Deliverable: Conduct POD Site Activation and Notification, POD Site Assembly and POD Set Up

Due Date: After Action Review (AAR) by 3/30/2020 and Improvement Plan (IP) by 6/30/2020

Submit to: ISDH DEP Region Manager

Template: N/A – LHD use standard AAR/IP

Capability 4: Emergency Public Information & Warning

Capability 6: Information Sharing

The ability to develop and maintain systems and procedures that facilitate the communication of timely, accurate, and accessible information, alerts, and warnings using a whole community approach. It also includes the ability to exchange health information and situational awareness with federal, state, local, territorial, and tribal governments and partners.

INFORMATION MANAGEMENT: EMRESOURCES and eICS

As the Emergency Support Function (ESF) 8 lead agency, the Local Health Department is required to establish an Administrator for EMResources/ eICS account to maintain an information sharing platform. The local health department will create EMResources accounts for the following, at a minimum; all healthcare partners, ESF8 partners, stakeholders and volunteer organizations.

database and integrate into eICS and EMResources			
LHD will hold a bi-annual meeting with community partners and organizations mentioned above	Provide sign-in sheets	ISDH-DEP Region Manager	12/30/2019 & 6/1/2020
Provide EMResources training to all partners in attendance of meeting or training	Provide sign-in sheets	ISDH-DEP Region Manager	12/30/2019
Conduct a drill in EMResources with Community Partners	Submit to EMResources		6/1/2020
LHD will enter POD locations/data into EMResources	Submit to EMResources		12/30/2019
LHD to review All-Hazards EOP guidance and address those planning considerations already in place		ISDH-DEP Region Manager	3/30/2020
Jurisdictional Public Health & Medical (ESF-8) TEP	EMA and/or HCC Sign-in sheets from TEPW(s)	ISDH-DEP Region Manager	3/30/2020
Conduct POD Site Activation and Notification, POD Site Assembly and POD Set Up	After Action Review and Improvement Plan	ISDH-DEP Region Manager	AAR-3/30/2020 IP-6/30/2020
Create EMResources user accounts for all jurisdictional ESF-8 partners	EMResources		12/30/2019
Load all resources (\$5,000 and over) into EMResources			3/30/2020
Each LHD must select a Representative to serve on their District HCC Executive Board	Submit sign-in sheet from vote	ISDH-DEP Region Manager	8/1/2019
Attend District HCC Full Membership Meetings throughout grant period	Submit sign-in sheets	ISDH-DEP Region Manager	As applicable
Hold monthly (or at least bi-monthly) LHD meetings	Submit sign-in sheets and minutes	ISDH-DEP Region Manager	As Applicable
Participate in District HCC bi-annual communications drills conducted by the HCC *drill must incorporate EMResources and 800 MHz, at a minimum.	Submit completed drill form from HCC including member participation (submitted by HCC on LHD behalf)	ISDH-DEP Region Manager	As Applicable

Attachment C: Federal Funding

Federal Agency: Department of Health and Human Services

CFDA Numbers: 93.069

Award Numbers: NU90TP922052

Award Name: PHEP Cooperative Agreement

1) Incorporation

This award is based on the application, as approved, the Indiana State Department of Health (ISDH) submitted to the Department of Health and Human Services relating to the program and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a) The grant program legislation and program regulation by statutory authority as provided for this program and all other referenced codes and regulations.
- b) 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c) The HHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period. (Parts I through III of the HHS GPS are currently available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>.)

The Contractor or Grantee (as defined in the Contract or Grant Agreement) must comply with all terms and conditions outlined in the grant award, including grant policy terms and conditions contained in applicable Grant Policy Statements; requirements imposed by program statutes and regulations and grant administration regulations, as applicable; and any regulations or limitations in any applicable appropriations acts.

2) Anti-kickback Statute

The Contractor or Grantee is subject to the anti-kickback statute and should be cognizant of the risk of criminal and administrative liability under this statute, 42 U.S.C. § 1320a-7b(b).

3) Victims of Trafficking and Violence Protection Act

The Contractor or Grantee is subject to the requirements of Section 106(g) of the Victims of Trafficking and Violence Protection Act of 2000, as amended (22 U.S.C. § 7104).

4) Accessibility of Services

Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), and any provisions required by the implementing regulations of the Federal Agency providing the funds. Resources are available at <http://www.justice.gov/crt/about/cor/coord/titlevi.php>.

Executive Order 13166 requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency have meaningful access to services. Resources are available at <http://www.lep.gov/13166/eo13166.html>.

5) Federal Information Security Management Act (FISMA)

The Contractor or Grantee must protect all information systems, electronic or hard copy which contains federal data from unauthorized access. Congress and the Office of Management and Budget (OMB) have instituted laws, policies, and directives that govern the creation and

the pre-populated information in the form regarding Contractor or Grantee is incorrect, Contractor or Grantee should strike the incorrect information and enter the correct information. ISDH will send this form in a separate e-mail.

11) Federal Lobbying Requirements

- a) The Contractor certifies that to the best of its knowledge and belief that no federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- b) 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, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal Contract, contract, loan, or cooperative agreement, the Contractor shall complete and submit "Disclosure Form to Report Lobbying" in accordance with its instructions.
- c) The Contractor shall require that the language of subparagraphs A) and B) be included in the language of all subcontracts and that all subcontractors shall certify and disclose accordingly.

For more information, please contact the ISDH Division of Finance

Electronic Approval History

	User ID	Approver Name
1	R235386	Chauhan, Rebecca C
2	J210634	Snethen, John D
3	D303576	Glass, Daniel Robert
4	M338811	Skarbeck, Molly H
5	D288568	Hannah, Donald L