Request for Applications (RFA)
PFAS Exposure Assessment Technical Tools: State Implementation and Feedback Pilot Grants

**Updated 12/20/2017**

I. Summary Information

A. **Purpose:** To provide selected State and Territorial Health Agencies (S/THAs) with the opportunity to implement and evaluate CDC/ATSDR’s PFAS Exposure Assessment Technical Tools.

B. **Proposal and Application Due Date and Time:** January 19, 2018 at 5 p.m. EST.

C. **Selection Announcement Date:** January 26, 2018.

D. **Maximum Funding Amount:** Up to $350,000 (2 S/THAs at $175K; or 1 S/THA at $350K).

E. **Estimated Period of Performance and Final Report Date:** January 29, 2018 through June 1, 2018, with final report due by June 30, 2018.

F. **ASTHO Point of Contact:** Nicholas Porter (nporter@astho.org).

II. Description of RFA

**Background:**
The Association of State and Territorial Health Officials (ASTHO), with support from CDC’s National Center for Environmental Health (NCEH) and the Agency for Toxic Substances and Disease Registry (ATSDR), is pleased to announce a request for applications for the PFAS Exposure Assessment Technical Tools: State Implementation and Feedback Pilot Grants.

This funding is designed to provide support to selected State and Territorial Health Agencies (S/THAs) for implementing CDC’s PFAS Exposure Assessment Technical Tools (PEATT) and collecting feedback to improve the Tools. These Tools will increase the capacity of states and territories to address the existing and emerging environmental health concerns associated with per- and polyfluoroalkyl substance (PFAS) exposures stemming from contaminated drinking water. ASTHO will also assist grantees in sharing lessons learned and best practices with S/THAs, NCEH/ATSDR, and other key stakeholders. To receive a copy of the PEATT, please send a request to PFAS@cdc.gov.

The goals of the Pilot Grant(s) are to:

- Increase the capacity of S/THAs to assess human PFAS exposures in their jurisdictions and to address community concerns associated with PFAS exposures and drinking water contamination.
- Assess the S/THA’s most salient needs and barriers relating to PEATT implementation.
- Provide S/THAs the resources to assist with the implementation of the various components of the PEATT.
- Share best practices for PFAS biomonitoring.
- Assist in developing community outreach materials to better inform the public of the potential health risks surrounding PFAS exposures.
- Provide feedback to NCEH/ATSDR in order to improve future revisions of the PEATT.
- Articulate and disseminate S/THA experiences regarding the implementation of the PEATT.
Availability of Funds:
ASTHO intends to award up to two (2) S/THAs a grant of up to $175,000 each or one (1) S/THA of up to $350,000 for the activities described in this RFA. The project duration will be from January 29, 2018 through June 1, 2018. **All applications must be received by 5pm EST on January 19, 2018.** ASTHO has released this RFA on December 8, 2017.

Selected applicant(s) will be notified by January 26, 2018. Awards will be made through a cost reimbursement agreement.

**Expectations and Deliverables**
The S/THAs receiving the funds will be responsible for completing activities described in their proposal/application. The selected grantees will:

1. Utilize all six components of the PEATT to conduct PFAS biomonitoring activities and public outreach regarding biomonitoring results and potential health risks from PFAS exposures, with the assumption that drinking water is the main exposure source. These components include:
   i. Biomonitoring sampling and analysis protocols
   ii. Laboratory biomonitoring sample collection and analysis protocols
   iii. Water sampling protocols
   iv. Exposure and health effects question bank
   v. Biomonitoring letters of interpretation, consent, and assent
   vi. Communication materials
2. Complete the provided evaluation tools for each of the PEATT’s six components during and after implementation, taking care to emphasize how the PEATT can be improved in future revisions.
3. Explore the utility of Electronic Health Records (EHRs) for providing information on health impacts associated with PFAS exposures to health departments.
4. Participate in grantee calls/webinars (kick off and regular check-ins).
5. Present the findings of the project to CDC/ATSDR leadership at an in-person meeting.
6. Provide a final written report that includes the project description, methods, activities, outcomes, contacts and collaborations, limitations, and recommendations for improvement of the PEATT and the grant project.

In addition, the grantee(s) will:

- Participate in two to three technical assistance calls with ASTHO and CDC/ATSDR.
- Make the final reports available for posting on ASTHO’s website and distribution to ASTHO members.
- Compile findings, promising practices, and lessons learned for distribution to other S/THAs.
- Have the opportunity to work with ASTHO and CDC/ATSDR to publish the findings of the proposed project in a peer reviewed journal. **Please note that this opportunity will be an unfunded activity that will be completed on the grantees own time and is not a requirement for this project.**

**Eligibility**
To be eligible for this grant, the applicant must:

- Be a S/THA planning to implement or currently implementing all six of the PEATT’s various components designed to facilitate PFAS biomonitoring activities and public outreach associated with biomonitoring and health risks of PFAS exposure, with the assumption that drinking water
is the main source of PFAS exposure. These are described above and in the PEATT document.

- Demonstrate PFAS contamination in municipal water systems (not private wells).
- Have access to a state or private lab that has the capacity for PFAS biomonitoring analyses (letter of support from the lab is required).
- Propose a project that is reasonable in scope and implements the six components of the PEATT.
- Be willing to share resources and lessons learned with ASTHO, CDC, ATSDR, and other S/THAs across the country.
- Agree to fulfill all expectations for participation.

**Technical Support**
ASTHO is available to provide technical assistance to the grantee at no additional cost. CDC and ATSDR staff are also available via phone or email for technical assistance.

**Timeline**
The projected timeline for the project is as follows:

- December 8, 2017: RFA released
- January 19, 2018, 5:00 p.m. ET: Deadline for submission of grant proposals
- January 26, 2018: Selection Announcement
- January 29, 2018: Period of performance starts
- Ongoing: Check-in calls with ASTHO
- January (*TBD*), 2018: Kick-off call
- June 1, 2018: Period of performance ends
- June 1, 2018: Project presentation at an in-person meeting with CDC
- June 30, 2018: Final written report due

**Application Procedure**
The application package should contain the following elements from Parts I - IV and may not exceed 10 pages in length (*CV’s, letters of support, and relevant laboratory methods do not count towards this limit*). Please use 11-point font. The application package will be scored based on these four sections. Each section is worth a specified number of points. The total number of available points is 100.

- **Part I** – Include contact information (full name, title, mailing address, email address and phone number) and CV for the project lead, as well as full contact information for the fiscal/contract lead (**15 points**).
  - State/Territorial Health Agency name
  - Project lead name and title
  - Project lead CV
  - Street address
  - City, State, Zip
  - Telephone number
  - Fax number
  - Email address
  - Other project partners
  - Contact information for the fiscal/contract lead
  - Letter of support from S/THA leadership

- **Part II** – Project Information (**40 points**).
• Background
• Statement of need
• Project description
• Plans for collaboration with relevant stakeholders, including a letter of support from a state or private lab with the capacity for PFAS biomonitoring analyses
• Laboratory analysis method for the biologically monitored chemicals
• Anticipated challenges in meeting the goals set forth in the project
• Plans and recommendations for activities beyond project year (should additional federal funding become available)
• Reasons why this project has a strong probability of success

• Part III – Budget, Budget Narrative, and Timeline. Provide a detailed cost reimbursement budget, including detailed projected costs for the completion of the project (30 points).
  • Breakdown of budget into salaries and wages, supplies and materials, and other costs
  • Timeline and milestones to accompany budget

Attachment A (Contract Budget Template) outlines the general format in which the budget should be presented. Applicants may use Attachment A as a template or simply as a guide to inform development of the project budget. A budget narrative must accompany the budget and indicate the costs associated with each proposed activity.

• Part IV – Response to ASTHO Draft Agreement: ASTHO and selected applicant(s) will enter into a contractual agreement. A draft agreement between ASTHO and the selected applicant is available in Attachment B. Review the agreement’s terms and conditions—including provisions related to publications; acknowledgement of federal support; copyright interests; conference, meeting and seminar materials; and logo use for conference and other materials—with your contracts officer and confirm that if selected, you will enter into this agreement, or identify and include any proposed changes with your proposal application. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions. Significant proposed changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant (15 points).

Applicants must submit a complete, electronic copy of the application by 5 pm EST on January 19, 2018. Please submit the application and all attachments to nporter@astho.org. Incomplete applications or applications received after the deadline will not be considered.

Selection Process
Each application will be reviewed and scored by a panel consisting of ASTHO staff and CDC/ATSDR personnel. The scores from each section will be combined into a final score, with the maximum score being 100 points. Proposals and applications will be scored on the following criteria:

• Completeness (includes Parts I - IV of the Application Procedure).
• Goals and objectives proposed.
• Impacted site is associated with a current or former DoD site.
• Demonstrated PFAS exposure burden from municipal water systems, as measured by:
  • High magnitude of exposure
  • Long durations of exposure
  • Wide range of exposure
• Appropriate budget request.
• Work plan, including activities, timeline, goals, and milestones.
• Evidence of commitment to implement and evaluate the PEATT.
Please note: The PFAS exposure burden criteria and the DoD association criteria will be weighted more heavily than the other selection criteria. However, it should be noted that even though they will be weighted more heavily than other criteria, the PFAS exposure burden criteria and DoD association criteria will carry equal weight when compared with each other.

States are encouraged to satisfy both criteria (as well as the other listed criteria) in order to have the most competitive application possible.

Additional Information
ASTHO will hold an open informational call to answer any additional questions regarding this RFA. This call will be held on December 15 at 1 p.m. EST and will last for one hour. The call-in number will be 866-740-1260, with passcode 3185491.

Nicholas Porter
Analyst, Environmental Health
Association of State and Territorial Health Officials (ASTHO)
2231 Crystal Drive, Suite 450
Arlington, VA 22202
571-318-5491
nporter@astho.org

Disclaimer Notice:
This RFA is not binding on ASTHO, nor does it constitute a contractual offer. Without limiting the foregoing, ASTHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFA; to waive any deviation from the RFA; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFA. Under no circumstances shall ASTHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFA.

Q: Will the RFA deadline be extended?
A: The RFA deadline has been extended from January 5, 2018 to January 19, 2018. Selected states will now be notified on January 26, 2018.

Q: Is there any leeway in the eligibility criteria requiring sites to be associated with current or former DoD sites?
A: The initial ASTHO RFA to implement and evaluate the PEATT indicated that only sites associated with current and former DoD sites were eligible to apply. The majority of PFAS sites that ATDSR supports are associated with current or former DoD sites. We recognize non-DoD associated sites also present unique opportunities to implement and evaluate the PEATT. In response to concerns expressed on the 12/15/17 Interested Applicants Call, ASTHO & ATSDR are revising the eligibility criteria. We have decided to remove the eligibility criteria requiring the site be associated with a current or former DoD site. However, we have added a new scoring consideration to the selection criteria for sites that are associated with a current or former DoD site.

The eligibility criteria now reads as follows:
To be eligible for this grant, the applicant must:
- Be a S/THA planning to implement or currently implementing all six of the PEATT’s various components designed to facilitate PFAS biomonitoring activities and public outreach associated with biomonitoring and health risks of PFAS exposure, with the assumption that drinking water is the main source of PFAS exposure. These are described above and in the PEATT document.
- Demonstrate PFAS contamination in municipal water systems (not private wells).
- Have access to a state or private lab that has the capacity for PFAS biomonitoring analyses (letter of support from the lab is required).
- Propose a project that is reasonable in scope and implements the six components of the PEATT.
- Be willing to share resources and lessons learned with ASTHO, CDC, ATSDR, and other S/THAs across the country.
- Agree to fulfill all expectations for participation.

The selection criteria now reads as follows:
Each application will be reviewed and scored by a panel consisting of ASTHO staff and CDC/ATSDR personnel. The scores from each section will be combined into a final score, with the maximum score being 100 points. Proposals and applications will be scored on the following criteria:
- Completeness (includes Parts I - IV of the Application Procedure).
- Goals and objectives proposed.
- Impacted site is associated with a current or former DoD site.
- Demonstrated PFAS exposure burden from municipal water systems, as measured by:
  - High magnitude of exposure
  - Long durations of exposure
  - Wide range of exposure
• Appropriate budget request.
• Work plan, including activities, timeline, goals, and milestones.
• Evidence of commitment to implement and evaluate the PEATT.

Please note: The PFAS exposure burden criteria and the DoD association criteria will be weighted more heavily than the other selection criteria. However, it should be noted that even though they will be weighted more heavily than other criteria, the PFAS exposure burden criteria and DoD association criteria will carry equal weight when compared with each other.

States are encouraged to satisfy both criteria (as well as the other listed criteria) in order to have the most competitive application possible.

Q: How do you define the PFAS exposure burden?
A:
• A higher magnitude of exposure is defined as exposures measured at concentrations above state or federal drinking water standards.
• A longer duration of exposure is defined as exposures lasting more than 10 years.
• A wider range of exposure is defined as exposures that range (d) from below the limit of detection to higher concentrations (i.e. above state or federal drinking water standards)

Q: Has CDC/ATSDR considered if a portion of the analysis could be done at the CDC Environmental Health Lab, which would extend the sampling capabilities?
A: The CDC Environmental Health Lab will not be able to run samples as part of this project. We encourage applicants to submit budgets that reflect the costs associated with implementing the PEATT up to the $350,000 ceiling.

Q: Does the partner lab need to be CLIA Certified?
A: Yes, participating labs need to have a CLIA certification.

Q: Do grantees need to do environmental sampling even if the exposure was in the past?
A: Sampling at the point of exposure is preferred. If a community’s exposure occurred in the past and has been mitigated, the state will need to provide evidence of environmental sampling from a period of time when exposure occurred.

Q: Can states with qualified labs work with projects from another state?
A: Yes, states with a qualified lab can work with another state applicant. As stipulated in the RFA, a letter of support from the qualifying labs (either within your state or in another state) should be included in the application.

States interested in making their state’s lab(s) services available can email nporter@astho.org. Those labs will be listed online where the RFA application is posted.

Q: Are there any application components that do not apply to the 10 page application package limit?
A: CV’s, letters of support, and relevant laboratory methods do not count towards the 10 page application package limit. Please include supporting reports and other data as web links within those 10
pages. While links are preferred, ASTHO will consider other supporting information if web links are not available.

Q: Can other entities or agencies (i.e. not the State/Territorial Health Agency) apply for the funding and work closely with the Health Department to execute the project?
A: Yes, another entity or agency may apply for the funds acting as a bona-fide agent of the State/Territorial Health Agency (S/THA). The applicant must describe how it will work in concert with the S/THA. The applicant must submit a letter of support from the health department/agency leadership certifying that they are a bona-fide agent of the health department/agency. Bona-fide agents can include (but are not limited to) other state agencies (including laboratories) or universities. Please contact ASTHO at nporter@astho.org if you are unsure whether a specific entity can serve as a bona-fide agent of the S/THA.

Additional Information
Nicholas Porter
Analyst, Environmental Health
Association of State and Territorial Health Officials (ASTHO)
2231 Crystal Drive, Suite 450
Arlington, VA 22202
571-318-5491
nporter@astho.org
ATTACHMENT B: DRAFT AGREEMENT

This Agreement, entered into as of this ___th day of ___, 2018 by and between the Association of State and Territorial Health Officials (hereinafter referred to as “ASTHO”) and “______” (hereinafter referred to as “Contractor”).

WHEREAS, ASTHO desires to engage the Contractor to ________, in connection with an undertaking or project titled, “Supporting State Environmental Health Collaboration,” funded wholly or in part by the U.S. Department of Health and Human Services (hereinafter referred to as the “Project”); and

WHEREAS, the Contractor desires to render such services in connection with the Project,

NOW, THEREFORE, in consideration of the above, and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Engagement. ASTHO hereby engages the Contractor, and the Contractor hereby accepts the engagement, to perform the work set forth in the attached Scope of Work, which is incorporated by reference and made a part of this Agreement.

2. Term. This Agreement shall commence January 15, 2018 and shall continue until June 1, 2018 unless earlier terminated as allowed pursuant to the General Terms and Conditions. Work under this Agreement shall be completed within the time schedule set forth in the attached Scope of Work.

3. Compensation. The Contractor shall be compensated for the work to be performed under this Agreement as detailed in the attached Scope of Work. In no event will the total compensation to be paid to the Contractor exceed the sum of $______.

4. Terms and Conditions. The “General Terms and Conditions” and any Addendums, all of which are attached hereto, are incorporated by reference and made a part of this Agreement. The Contractor must return an executed copy of this Agreement to ASTHO within 10 business days of receipt or the contract will be cancelled. ASTHO reserves the right to accept or decline any proposed changes to the terms and conditions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth below.

ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS

Signature

John Mericsko, Chief Operating Officer
Name and Title

Date: ____________________

CONTRACTOR

Signature

Name and Title

Date: ____________________
CONTRACTUAL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>ASTHO Contacts</th>
<th>Contracting Party Contacts</th>
</tr>
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</table>
| **For programmatic issues & invoice submission** | **Name:** Name:  
**Title:** Title:  
Association of State and Territorial Health Officials  
2231 Crystal Drive, Suite 450  
Arlington, VA 22202  
Email:  
Phone:  |
| **For contract and financial issues** | **Name:** Name:  
**Title:** Title:  
Organization: Organization:  
Address: Address:  
City, State, Zip code: City, State, Zip code:  
Email: Email:  
Phone: Phone: |

Attachments incorporated as part of this Agreement:

- X General Terms and Conditions  
- __ Special Terms and Conditions  
- X Scope of Work  
- X Travel Policies  
- X Style Guidelines  
- X Debarment Certification  
- __ Sub-recipient Addendum  
- __ Other: 1. PFAS Exposure Assessment Technical Tools: State Implementation and Feedback Pilot Grants  
   2. Contractor Proposal/Application (Response to RFA)
GENERAL TERMS AND CONDITIONS

1. Definitions
A. Agreement shall mean the Master Agreement entered into between Contractor and ASTHO, including the Scope of Work, these General Terms and Conditions, and any other Addendums, attachments and exhibits.

B. Services shall mean those services Contractor is to provide pursuant to the Agreement, including any Scope of Work.

C. Work shall mean all work, deliverables, documents, data, goods, and other materials produced, developed, collected, or authored by Contractor pursuant to the Agreement.

D. Concerned Funding Agency means the U.S. Department of Health and Human Services or any other governmental entity providing funding, in whole or in part, related to the Agreement.

2. Relationship
The Contractor is an independent contractor, and the relationship between ASTHO and the Contractor shall be solely contractual and not in the nature of a partnership, joint venture, or general agency. Neither party may speak nor act on behalf of the other, nor legally commit the other.

3. Ownership Rights
The services provided by the Contractor pursuant to the Agreement shall be “work for hire” and therefore all Work shall be sole and exclusive property of ASTHO. To the extent that the Services, or any part of them, may not constitute work for hire under the law, Contractor hereby transfers to ASTHO all right, title, and interest in and to the Work.

Notwithstanding the foregoing, should the Work incorporate pre-existing materials owned by Contractor, Contractor shall retain all ownership rights to those materials, and ASTHO shall have a perpetual, irrevocable, royalty-free license to utilize the pre-existing materials as incorporated in the Work.

Without limiting the foregoing, ASTHO shall have access to the Work at any time during the term of the Agreement.

4. Warranties and Representations
The Contractor warrants and represents that: (a) the Services shall conform to the Scope of Work in all respects; (b) the Work shall be original to the Contractor and shall not infringe the copyright or other rights of any party; (c) the Contractor possesses, and shall employ, the resources necessary to perform the Services in conformance with the Agreement; (d) the Services shall be performed, and the Work produced, in accordance with high standards of expertise, quality, diligence, professionalism, integrity, and timeliness; and (e) the Contractor has no interest, relationship, or bias that could present a financial, philosophical, business, or other conflict with the performance of the Work or create a perception of a conflict or a lack of independence or objectivity in performing the Work.

5. Time of the Essence
Time is of the essence in respect of the Services to be performed and Work to be produced by the Contractor.

6. Compliance with the Law
The Contractor shall at all times act in accordance with all applicable governmental laws and regulations.

7. Key Personnel
Any personnel identified in the Scope of Work as individuals who will be performing the Services or producing the Work may not be changed without the written approval of ASTHO.

8. Publicity and Media
The Contractor shall not make any public statements or communications relating to the existence or performance of the Agreement, including the Services and the Work, or conduct any interviews or respond to any inquiries,
concerning the same, without the express written consent of ASTHO. All media inquiries shall be directed to ASTHO Public Relations Office (formerly ASTHO Office of Communications).

Conference/Meeting/Seminar Materials Disclaimer: If a conference/meeting/seminar is funded under this Agreement, the Contractor must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logo Use for Conference and Other Materials: Neither the Department of Health and Human Services (HHS) nor the CDC logo may be displayed if such display would cause confusion as to the funding source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. Part 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. Part 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the HHS Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the HHS Office of the Inspector General has authority to impose civil monetary penalties for violations (42 CFR Part 1003).

Accordingly, neither the HHS nor the CDC logo can be used by the Contractor without the express, written consent of ASTHO and the Concerned Funding Agency. ASTHO Public Relations Office can assist with facilitating such a request. It is the responsibility of the Contractor to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the ASTHO and Government logos. In all cases for utilization of Government and ASTHO logos, the Contractor must ensure written consent is received. Further, the HHS and CDC logo cannot be used by the Contractor without a license agreement setting forth the terms and conditions of use.

9. Assignment and Subcontracting
The Contractor shall not assign or subcontract any portion of the Agreement, or its obligations or rights thereunder, without the prior written consent of ASTHO. Any attempted assignment or subcontracting in violation of this provision shall be void.

10. Review and Coordination
To ensure adequate review and evaluation of the Services and Work, and proper coordination among interested parties, ASTHO shall be kept fully informed concerning the progress of the Work and Services to be performed hereunder, and, further, ASTHO may require the Contractor to meet with designated officials of ASTHO from time to time to review the same.

11. Inspection of Work
The Contractor shall comply with any request to make the Work available, in its then current status, to authorized representatives of ASTHO and/or of any Concerned Funding Agency for inspection and review in order to assess compliance with, and progress toward completion of, the Agreement. The Contractor shall fully cooperate in any such inspection and review.

12. Confidential Information
Any information regarding ASTHO that is not generally publicly known or available, whether or not such information would constitute a trade secret under statutory or common law, that is disclosed to or discovered by the Contractor during the course of the Agreement (hereinafter, “Confidential Information”) shall be considered confidential and proprietary to ASTHO, and the Contractor shall maintain all Confidential Information in confidence; shall employ reasonable efforts to ensure the security of the Confidential Information; and shall not disclose the Confidential Information to any third party or use the Confidential Information except as necessary to perform the Services or produce the Work.

Should the Contractor receive a subpoena directing disclosure of any Confidential Information, the Contractor shall immediately inform ASTHO and cooperate fully with ASTHO in responding to the subpoena.
13. Financial Record Keeping and Inspection
The Contractor warrants that it shall, during the term of the Agreement and for a period of three (3) years following the date of submission of the final expenditure report, maintain accurate and complete financial records, including accounts, books, and other records related to charges, costs, disbursements, and expenses, in accordance with generally accepted accounting principles and practices, consistently applied. AASTHO, directly or through its authorized agents, auditors or other independent accounting firm, at its own expense, and the Concerned Funding Agency directly or through its duly authorized representatives, shall have the right, from time to time, upon at least ten (10) days’ notice, to audit, inspect, and copy the Contractor’s records. The Contractor shall fully cooperate, including by making available such of its personnel, records and facilities as are reasonably requested by AASTHO or the Concerned Funding Agency. This Section shall remain in force during the term of the Agreement and for the three (3) years following the termination or expiration of the Agreement. If an audit, litigation, or other action involving the records is started before the end of the three (3) year period, Contractor agrees to maintain the records until the end of the three (3) year period or until the audit, litigation, or other action is completed, whichever is later.

The Contractor further acknowledges and agrees that in the event the Contractor has expenditures of $750,000 or more in total federal awards, including this Agreement, Contractor shall be subject to audit by the federal government as provided for under OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Omni Circular”). Contractor further agrees to cooperate and to promptly furnish any requested information in the course of any audit of AASTHO by the federal government under the Omni Circular.

14. Remedies
The Contractor acknowledges that monetary damages alone will not adequately compensate AASTHO in the event of a breach by the Contractor of the restrictions imposed and set forth in Sections paragraph 12 and 13, and therefore the Contractor hereby agrees that in addition to all remedies available to AASTHO at law or in equity, including, any applicable State trade secrets law, AASTHO shall be entitled to interim restraints and permanent injunctive relief for enforcement thereof, and to an accounting and payment of all receipts realized by the Contractor as a result of such breach.

15. Allowable Costs
Allowable costs shall be determined in accordance with the OMB Circular as well as by the terms of the agreement between AASTHO and the Concerned Funding Agency, and any rules of, or guidelines issued by, the Concerned Funding Agency. The Contractor is responsible for reimbursing AASTHO in a timely and prompt manner for any payment made under this subcontract which is subsequently determined to be unallowable by AASTHO, the Concerned Funding Agency, or other appropriate Federal or State officials.

16. Concerned Funding Agency
The Contractor shall comply with all rules, regulations, policies, and requirements of the Concerned Funding Agency applicable to agreements such as this Agreement. Without limiting the foregoing, when the Concerned Federal Agency is HHS, these shall include in particular; the HHS Grants Policy Statement; the salary rate limitation prohibiting HHS funds from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (see table below); and the prohibition on utilizing HHS funds in connection with federal lobbying activity funds (45 CFR Part 93).

<table>
<thead>
<tr>
<th>Executive Level II Salary Rates</th>
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<tbody>
<tr>
<td>October 1, 2012 - January 11, 2014</td>
<td>$179,700</td>
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<tr>
<td>January 12, 2014 - January 10, 2015</td>
<td>$181,500</td>
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<tr>
<td>January 11, 2015 - January 9, 2016</td>
<td>$183,300</td>
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<tr>
<td>January 10, 2016 - September 30, 2016</td>
<td>$185,100</td>
</tr>
<tr>
<td>January 8, 2017 - September 30, 2017</td>
<td>$187,000</td>
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Contractor confirms that it has disclosed to the Concerned Funding Agency in writing and on a timely basis (a) any potential conflict of interest in accordance with applicable Agency policy; and (2) all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

This Agreement is subject to the terms of any agreement between AASTHO and a Concerned Funding Agency and in particular may be terminated by AASTHO without penalty or further obligation if the Concerned Funding Agency
terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of ASTHO under this Agreement are subject to the timely fulfillment by Concerned Funding Agency of its funding obligations to ASTHO.

The Contractor agrees to assume, as to ASTHO, the same obligations and responsibilities that ASTHO assumes toward the Concerned Funding Agency under those Federal Acquisition Regulations (FAR), if any, and applicable Concerned Funding Agency acquisition regulations, if any, that are mandated by their own terms or other law or regulation to flowdown to subcontractors or subgrantees, and therefore the Agreement incorporates by reference, and the Contractor is subject to, all such mandatory flowdown clauses. Such clauses, however, shall not be construed as bestowing any rights or privileges on the Contractor beyond what is allowed by or provided for in the Agreement, or as limiting any rights or privileges of ASTHO otherwise allowed by or provided for in the Agreement. The Contractor also agrees to flowdown these same provisions to any lower-tier subcontractors.

This Agreement incorporates one or more FAR clauses by reference, with the same force and effect as if they were given in full context. The incorporation of the FAR clauses applies only to the grant funding identified in this Agreement.

18. Term and Termination
The Agreement shall be for such term as is set forth in the Agreement. The Agreement may be terminated by ASTHO prior to the end of any term on fifteen (15) days written notice.

In addition, this Agreement may be terminated by either party on written notice should the other party: (a) fail to cure a material breach within ten (10) days of delivery of written notice; (b) become insolvent; (c) be the subject of a bankruptcy filing; or (d) cease doing business.

Upon termination, the Contractor shall deliver to ASTHO: all Work, whether in final or draft form, that has been produced as of the date of termination; all Confidential Information; and any materials or items previously provided to the Contractor by ASTHO. Upon receipt thereof by ASTHO, the Contractor shall be paid for work performed through the date of termination.

In all instances of terminations, the Contractor shall use best efforts to not incur new costs and expenses after the notice of termination, and shall cancel as many outstanding obligations as possible.

19. Indemnification
Should one party (the “Indemnified Party”) incur or suffer any liability, damage, or expense, including reasonable attorney’s fees, in connection with the defense of a legal proceeding brought by a third party arising out of the negligent or other wrongful actions of the other party (the “Indemnifying Party”), then the Indemnifying Party shall indemnify and hold harmless the Indemnified Party for such liability, damage, or expense. Notwithstanding the foregoing, in the event the Contractor is prohibited by law from contractually obligating itself to provide indemnification, this Section shall be void.

20. Special Damages
Neither party shall be liable to the other for consequential or indirect damages, including lost profits, or for punitive damages, arising from breach of the Agreement.

21. Limitation of Liability
Notwithstanding any other provision of the Agreement, under no circumstances shall the liability of ASTHO to the Contractor exceed the total amount of compensation to be paid to the Contractor.

22. Insurance
The Contractor shall effect and maintain with a reputable insurance company a policy or policies of insurance providing an adequate level of coverage in respect of all risks which may be incurred by the Contractor, arising out of the Contractor’s performance of the Agreement, in respect of death or personal injury, or loss of or damage to property. The Contractor shall produce to ASTHO, on request, copies of all insurance policies referred to in this condition or other evidence confirming the existence and extent of the coverage given by those policies, together
with receipts or other evidence of payment of the latest premiums due under those policies. Notwithstanding the foregoing, in the event the Contractor is prohibited by law from contractually obligating itself to obtain insurance coverage as required above, this Section shall be void.

23. Governing Law; Forum Selection.
This contract is deemed made in the Commonwealth of Virginia and shall be governed by, subject to, and construed in accordance with the laws of the Commonwealth of Virginia (without giving effect to its conflict of law rules). All actions, suits or proceedings between the parties hereto with respect to the Agreement shall be litigated in the State or federal courts located in the Commonwealth of Virginia. Notwithstanding the foregoing, in the event the Contractor is prohibited by law from contractually designating the law of any other State as being controlling, then this Agreement shall be governed by, subject to, and construed in accordance with the laws of the State of residence of the Contractor, and the forum selection provision shall be void.

24. Waiver
No failure or delay by either party to exercise any right, power or remedy will operate as a waiver of the same, nor will any partial exercise preclude any further exercise of the same or some other right, power or remedy.

25. Entire Agreement
The Agreement constitutes the entire agreement between the parties relating to the subject matter of the contract. The Agreement supersedes all prior negotiations, representations and undertakings, whether written or oral.

26. Modification
The Agreement may not be modified except by further written agreement signed by the parties. The parties may enter into a change order that modifies any aspect of the Agreement or any Addendum or Attachment, including the Scope or Services, rather than issuing a new version of the affected document.

27. Severability
If for any reason any part of the Agreement is held to be unenforceable, illegal or invalid, that unenforceability, illegality or invalidity will not affect any other provisions, which will continue in full force and effect.

28. Successors and Assigns
The Agreement shall be binding on the parties’ respective successors, heirs, and permitted assigns.

29. Survival
Those provisions that logically would survive termination or that impose requirements beyond the stated term, and this Section 29, shall survive termination of this the Agreement.


(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908. Specifically, no employee of Contractor may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to those federal employees and other persons listed in 41 U.S.C. 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation (FAR).
(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold (currently $150,000) as described in section 2.101 of FAR.

31. Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS). Consistent with 45 CFR 75.113, Contractor must disclose in a timely manner, in writing to ASTHO, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.
SCOPE OF WORK

A. General Description of Engagement
The sub-recipients that are selected for this award will receive technical and programmatic guidance from ASTHO and CDC/ATSDR. The grantees are expected to submit a written final report that includes a project description, methods, activities, outcomes, contacts and collaborations, limitations, and recommendations for improvement of the grant project and the per- and polyfluoroalkyl substance (PFAS) Exposure Assessment Technical Tools (PEATT). The grantees will also be required to present their projects at an in-person meeting attended by CDC leadership and compile findings, promising practices, and lessons learned for distribution to other state health agencies.

B. Textual Description of Key Tasks
The selected state/territorial health agencies will be charged with implementing and completing the provided evaluation tools for all six components of CDC’s PEATT. These include biomonitoring sampling and analysis protocols; laboratory biomonitoring sample collection and analysis protocols; water sampling protocols; an exposure and health effects question bank; biomonitoring letters of interpretation, consent, and assent; and communication materials.

All of these activities will be included in a written final report that will be submitted to ASTHO. The selected state/territorial health agencies will present their projects at an in-person meeting with CDC leadership. The grantees will also compile findings, promising practices, and lessons learned for distribution to other state health agencies.

C. Summary Table of Tasks, Deliverables, and Due Dates

<table>
<thead>
<tr>
<th>TASK</th>
<th>DELIVERABLE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Kick-off call</td>
<td>January (TBD), 2018</td>
</tr>
<tr>
<td>2</td>
<td>Project implementation and completion</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>3</td>
<td>Participation in grantee calls/webinars (check ins and technical assistance)</td>
<td>June 1, 2018</td>
</tr>
<tr>
<td>4</td>
<td>Project presentation at an in-person meeting with CDC</td>
<td>June 1, 2018</td>
</tr>
<tr>
<td>5</td>
<td>Provide a written final report</td>
<td>June 30, 2018</td>
</tr>
</tbody>
</table>

D. Compensation and Reporting Requirements
Contractor shall be compensated on a cost reimbursement basis according to the financial budget prepared by Contractor, approved by ASTHO, and attached to this Agreement. The total reimbursable amount may not exceed $_____________________. Reallocations of less than 10% of a line item or $500 between budgeted line items are allowed but the ASTHO programmatic and financial contacts must be notified within thirty days. Reallocations of more than these amounts may be allowed but must be approved in advance by ASTHO. All incurred costs must be reasonable and conform to any provision of this Agreement regarding Allowable Costs.

Per Section 9 of the General Terms and Conditions, subcontractors require prior written consent of the ASTHO. Approval of the attached budget does not constitute this consent. Once a subcontractor has been determined, the Contractor must request written approval from
**ASTHO to subcontract.** Use of subcontractors does not relieve Contractor of its obligations under this Agreement, and Contractor shall at all times remain responsible for the performance of, and payment for work performed by, its Subcontractors. Contractor shall enter into a written subcontract with each of its Subcontractors that (a) makes the terms and conditions of this Agreement binding on the Subcontractor to the same extent such provisions are binding on the Contractor, and (b) states that the Subcontractor is without privity of contract to ASTHO and by entering into the subcontract the Subcontractor does not acquire any rights against ASTHO.

**Contractor must submit invoices to the program contact listed on page two of this agreement to receive payment.** Contractor shall render an invoice to ASTHO on a monthly basis on or before the last day of the subsequent month in which expenses were incurred. A narrative report describing activities conducted during the period must accompany each invoice. Upon Contractor’s presentation of an invoice, ASTHO will review the invoice and pay Contractor for work that has been judged acceptable for any approved invoice. The invoice must detail current period expenditures and cumulative expenditures versus the approved budget. Payment of the final invoice will not be made until all work has been completed and has been judged acceptable by ASTHO. **Contractor must submit final invoice within 30 days of contract end date, no later than June 30, 2018, to receive payment.** Failure to provide a timely invoice(s) may result in non-payment of expenses for completed work or deliverables. Invoice(s) will be paid within 30 days of receipt at ASTHO.

The Contractor shall return to ASTHO all overpayments, such as those due to actual rates or costs being less than estimated or provisional rates, or due to any other cause, in a timely and prompt manner.

**E. Key Personnel**
The active participation of the following person(s) is a material condition of this agreement:

*See Contractor’s proposal.*
## I. CONTRACT INFORMATION

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>ASTHO Lead Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>Nicholas Porter</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Period of Performance</th>
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<tbody>
<tr>
<td>PFAS Exposure Assessment Technical Tools: State Implementation and</td>
<td>January 29, 2018 - June 1, 2018</td>
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<table>
<thead>
<tr>
<th>Project Code</th>
<th>Payment Method</th>
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<tbody>
<tr>
<td>62-10445</td>
<td>Cost Reimbursement</td>
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<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Total Budget Amount</th>
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<tbody>
<tr>
<td>11/14/2017</td>
<td>$350,000.00</td>
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## II. DIRECT LABOR

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Personnel</th>
<th>Duration (Months)</th>
<th>% FTE</th>
<th>Salary ($)</th>
<th>Total Cost</th>
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**SUBTOTAL DIRECT LABOR**

**FRINGE BENEFITS (%)**

**SUBTOTAL DIRECT LABOR + FRINGE**

## III. CONSULTANTS/CONTRACTORS (e.g. a temp agency, subcontract, etc.)

<table>
<thead>
<tr>
<th>Consultant/Contractor Name</th>
<th>Rate</th>
<th>% of Hours</th>
<th>Total Cost</th>
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**SUBTOTAL CONSULTANTS/CONTRACTORS**

## IV. MATERIALS/SUPPLIES

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<thead>
<tr>
<th>Item</th>
<th>Cost/Unit</th>
<th>% of Units</th>
<th>Total Cost</th>
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**SUBTOTAL DIRECT MATERIALS**

## V. TRAVEL

<table>
<thead>
<tr>
<th>Travel Expense</th>
<th>Total Cost</th>
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**SUBTOTAL TRAVEL**

## VI. OTHER EXPENSES

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<th>Item</th>
<th>Total Cost</th>
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**SUBTOTAL OTHER EXPENSES**

## VII. TOTAL DIRECT COSTS

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## VIII. INDIRECT COSTS

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<thead>
<tr>
<th>Indirect Cost Rate/USA</th>
<th>Percentage</th>
<th>Cost</th>
<th>Total Cost</th>
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**SUBTOTAL INDIRECT COSTS**

**TOTAL REQUESTED BUDGET AMOUNT**

$350,000.00
## BUDGET NARRATIVE

Instructions: Please use this section to provide details and explain the line items requested within the contract budget and why each is needed to accomplish the scope of work. Relevant experience and skills should be described for all personnel listed. Costs must prove to be reasonable, allowable, and allocable. If using a fixed price payment method, please identify payment schedule as it relates to the completion of each task within the justification section.

### I. DIRECT LABOR

<table>
<thead>
<tr>
<th>Project Task</th>
<th>Personnel</th>
<th>Justification</th>
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<td>FRINGE BENEFITS (%)</td>
<td>Justification</td>
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### III. CONSULTANTS/CONTRACTORS (e.g. a temp agency, subcontract, etc.)

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<th>Consultant/Contractor Name</th>
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### IV. MATERIALS/SUPPLIES

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### V. TRAVEL

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<th>Travel Expense</th>
<th>Justification</th>
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### VI. OTHER EXPENSES

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### VIII. INDIRECT COSTS

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<thead>
<tr>
<th>G&amp;A/Indirect Costs</th>
<th>Percentage/Cost</th>
<th>Justification</th>
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<tbody>
<tr>
<td>Indirect Cost Rate/G&amp;A</td>
<td>0%</td>
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<tr>
<td>Indirect Costs</td>
<td>0</td>
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ASTHO Travel and Reimbursement Procedures

CONTRACTORS

- **Airfare**: Is allowed and should be on “American” carriers, unless doing so would be disadvantageous to ASTHO. Costs in excess of the lowest available commercial discount fare or standard coach fare are unallowable, except for the following: Would require circuitous route, add lengthy delays that affects the traveler’s ability to reasonably meet other work-related obligations, or does not provide for medical needs of the traveler. Travelers must justify the use of a fare greater than lowest available fare. ASTHO requires pre-approval of any airfare greater than $500.00. ASTHO will pay airfare to/from the traveler’s nearest airport to/from meeting location airport or within 25 miles of such airport if more than one is available. The cost of canceling and rebooking ticket is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons. In addition, ASTHO will pay for check baggage as follows: 1 bag for expected stay of 5 days or less; 2 bags for expected stay of 5 days or more. ASTHO will not reimburse for excess or overweight baggage.

- **Rail Transportation**: Is an allowed transportation expenses and can be used when either flying or driving is not feasible or for health or other approved reasons. Approval is required for rail services when the associated cost of flying is lower than rail service by more than $75.00. Rail service should be in coach class.

- **Lodging**: Is allowed and cannot exceed the GSA lodging per diem for the location in which ASTHO business is being conducted. If lodging cannot be found within the GSA rate, prior approval from the COO is required. Local or long distance phone calls directly from the hotel room will not be reimbursed.

- **Personal Vehicle Transportation**: Travelers using personal automobiles on ASTHO business will be reimbursed at a per mile rate, based on the IRS rate at the time of travel. At no time will ASTHO reimburse more than the cost that would have been incurred had rail or air transportation been used. Any expected mileage over $300.00 requires prior approval. Use of the personal vehicles is permitted provided the traveler has a valid driver’s license and has adequate insurance protection as required by state law in which the vehicle is registered. Automobile liability, bodily injury and property and physical damage insurance while on ASTHO travel is the responsibility of the traveler. ASTHO will reimburse travelers for travel from/to their home/place of business to/from the airport.

- **Meals**: Travelers will be reimbursed according to the GSA meals and incidentals per diem rate (currently $69/day for Arlington, VA). The first day of travel is paid at 75% of the full per diem rate. Deductions from the per diem amount will be made when the
meeting or conference included that particular meal, except for documented dietary restrictions not able to be accommodated by the conference restaurant or caterer. Alcoholic beverages consumed with meals are not allowable costs and will not be reimbursed.

- **Rental Vehicle Transportation:** Rental vehicles are an allowed expense when the total expected costs to be incurred, including parking, fuel, and GPS, are less than using other modes of transportation such as taxis or shuttles. If a rented vehicle is used, the most economical vehicle adequate for business requirement must be used. There must be a clear advantage to justify the use of a rented vehicle. Travelers should refuel rental vehicles prior to return to the vendor if not the traveler is responsible for the difference in pricing between the average gas price and that charged by the rental agency including surcharges.

- **Taxi & Shuttle Transportation:** Travelers will be reimbursed for transportation to/from airport to/from hotel. In addition, any taxi & shuttle services to related events or gatherings will be reimbursed. When possible travelers should share taxis and shuttles to minimize costs.

**Reimbursement Process**

- **Receipts:** Receipts are required regardless of amount for air/rail transportation, lodging expenses, and car rentals. *Detailed, itemized receipts are required for all expenditures over $75.00, except for the meals & incidentals per diem. Alcoholic beverages consumed with meals are not allowable costs and therefore will not be reimbursed.* Any expenditure without a receipt will only be paid up to the $75.00 maximum. Original copies of receipts are not required.
ASTHO often works with outside experts and writers when developing publications. The following style guidelines must be followed in any work developed by an outside contractor. If you have questions about the guidelines below, please contact ASTHO Public Relations Office (formerly ASTHO Office of Communications) at communications@astho.org.

ASTHO publications undergo an internal review process before publication. Please be aware that that review process may generate questions for you. We appreciate your assistance in resolving any questions that arise prior to the publication of your document.

**General Guidelines**

- Use one space after an exclamation point, period, question mark, or colon.
- Documents should be single-spaced with a 10 pt. space after paragraph breaks.
- ASTHO uses serial commas (e.g., “bread, milk, and cheese” not “bread, milk and cheese”).
- Use active voice (“The agency conducted a survey,” not “A survey was conducted by the agency”).
- ASTHO requires an executive summary on any document longer than six pages. Executive summaries are particularly important for documents aimed at a state or territorial health official audience.
  - Executive summaries are usually proportional in length to the larger work they summarize. Most executive summaries are one or two paragraphs, and all executive summaries should be no more than a page.

**Abbreviations and Acronyms**

- You may use the following acronyms on first use without needing to write out the full name: APHA, APSR, CDC, EPA, FDA, FEMA, HHS, HRSA, NACCHO, NGa, and USDA.
- In all other cases, do not list an organization’s name abbreviation unless the abbreviation will be used again in the place of the organization’s full, proper name.
- Try to keep use of abbreviations to a minimum by spelling out the full name of any organization that is referenced infrequently in your document. While abbreviations save space, too many abbreviations can be difficult for a reader to keep track of.
- Do not put a “the” before acronyms or abbreviations.

**Lists**

- Ensure parallel construction. If the first bullet starts with a declarative sentence in the present tense, the rest need to do the same.
- Begin list items with a capital letter. End list items with a period unless they are very short (i.e., one or two words). Do not use semicolons in lists. No *and* is needed before the last bullet.
- Use only one line space between a paragraph and a list.

**Graphics**
• Label all figures, charts, and graphs in sequence, using “Figure 1,” “Figure 2,” etc.
• Do not use graphics without referencing them in the text. Conversely, do not use graphics and then repeat the same information in text. Reference the table rather than repeating it.
• Graphic language, color, format, etc. should be as consistent as possible throughout your document.
• If a document will be professionally designed and printed, graphs/charts must either be provided as separate image files in high-resolution format (not embedded in a Word document), or the original data must be provided so the designer can recreate the figure.
• If using figures from other organizations, ASTHO must have written permission from that organization to use the figure in question, unless it is from a federal agency or otherwise in the public domain. (This includes state health agencies—state agencies’ work is not public domain as a federal agency’s work would be.)

Citations and Explanatory Footnotes

• Use endnotes for references or citations. Endnotes should use Arabic numerals (even though Word often defaults to Roman numerals).
• Use footnotes when you want to provide additional information, explanation, or comments about the text without interrupting the document’s flow. Insert a Roman numeral or asterisk immediately after the section you want to explain (Roman numerals/asterisks allow footnotes to remain separate from any endnotes in the document, to avoid confusion).
• When appearing at the end of a sentence citation numbers should be outside of any punctuation marks. Example: This sentence has a citation number at the end of it. 1
• There should not be any spaces between the superscript numeral/asterisk and the word or punctuation mark preceding it.
• You can substitute ibid for a citation if you are citing the same source consecutively. Use ibid only when citing the identical source as the immediately preceding citation.
• Citations should be numbered consecutively, rather than re-using citation numbers. (Exceptions can be made when there are space constraints or specific funder requests.)
• All citations must follow ASTHO citation style; examples are given in the chart below. If you are citing a document type not listed below, default to the format for website/web page.

<table>
<thead>
<tr>
<th>Type of Entry</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List all authors if three or less, otherwise list first three followed by &quot;et al.&quot;)</td>
<td>Armitage JO, Antman KH, (eds.) <em>High-dose Cancer Therapy: Pharmacology, Hematopoietins, Stem Cells</em>. Baltimore, MD: Williams &amp; Wilkins. 1995.</td>
</tr>
</tbody>
</table>
25-2013.

Article from journal—more than one author. (List all authors if three or less, otherwise list first three followed by "et al.")

Conference presentation.

Monographic series.

Online journals with volume and page information.

Online journals without volume and page information

Personal e-mail. (Citation is written into the text, not cited in the reference list.)

Website/web page.
http://www.cdc.gov/Features/RabiesSafeFamily/.

News article.
Brand Guidelines

ASTHO does not have an in-house design department, and therefore relies on multiple outside design firms when professional design work is needed. To help us maintain a consistent, branded look, designers working on ASTHO products should follow the guidelines below. If you have any questions, please contact the ASTHO Communications team at communications@astho.org.

Colors

- The official ASTHO logo colors are PMS 166 (orange) and PMS 302 (blue). See “Logo” below, for more on use of the ASTHO logo.
- Main colors and main accent colors throughout a designed document should come from ASTHO’s branded color palette. (Other colors are allowed as well, but the main colors and main accent colors should come from the palette.) The palette is available from the ASTHO Communications team.

Cover Branding Elements

- Cover designs must be approved by ASTHO’s Communications department to ensure a good fit with ASTHO’s brand. Communications can provide you with examples of past branded covers to give them a sense of our branded look.
- All covers should include the branded ASTHO “swoosh.” A sample EPS is available from the ASTHO Communications department. The swoosh must go horizontally from one side of the page to the other and should serve as a divider. Designers can vary the thickness of the swoosh element, the colors, etc., as long as those common elements are maintained. The swoosh element can be used on internal pages or not, as the designer prefers, but must appear on the cover.
- The following text must appear on the back cover of a designed document, if a back cover is included.

<logo>
2231 Crystal Drive, Suite 450
Arlington, VA 22202
Phone: (202) 371-9090
Fax: (571) 527-3189
www.astho.org

Typeface

- The official ASTHO font is Calibri 11 pt in black. Other fonts may be used for display text, but the main text should be Calibri 11 pt black.
Logo

- Logo variations, including color, grayscale, and sized versions, are available from the ASTHO Communications department on request.
- The ASTHO logo colors are PMS 166 (orange) and 302 (blue). No other colors are to be used. The logo may be reproduced in a four color process separation as well as in grayscale and white on a dark background.
- The logo should not be rearranged, altered, or changed by adding or deleting elements or changing font type or color.
- The following recommendations of use will help maintain consistency of logo appearance:
  - **Legibility:** Do not use second-generation artwork such as a photocopy or cut and paste a logo from previously printed materials.
  - **Crowding:** The logo should stand alone with adequate space around it. It should not be boxed, shaded, nor have other elements placed closely to it. Do not print anything over the logo.
  - **Foreign elements:** Additional figures, graphics, photos or clip art should not be used as part of the logo. No symbols or words may be added.
  - **Screens and shadows:** Do not print the logo as a fainter, less opaque version. Shadows should not be added.
  - **Positioning:** Do not position the logo on a diagonal or vertically. The logo should be used in total and should not be allowed to bleed off the printed page or framework.

Imagery

- ASTHO uses photography, not illustration, when imagery is needed to complement a design.
  - When selecting photographs, please make sure your document shows a diverse group of people (men and women, multiple age ranges, multiple ethnic backgrounds, etc.)
  - **Avoid** images of medical professionals unless the document you’re working on is specifically related to medical practice. Most public health work is not conducted by doctors in hospitals.
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This form must be signed and submitted along with the signed contract.

In accordance with Executive Order 12549 and Executive Order 12689, entitled Debarment and Suspension, and any applicable implementing regulations, this certification must be completed by the Contractor and any subcontractors.

1. Under penalty of perjury, except as noted below, all persons or firms or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

   b) Have not, within the three (3) year period preceding this certification, 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;

   c) 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 listed in subparagraph (1)(b) of this certification; and

   d) Have not, within the three (3) year period preceding this certification, had one or more public transactions (Federal, state, or local) terminated for cause or default.

2. If such persons or firms later become aware of any information contradicting the statements of paragraph (1), they will promptly provide that information to ASTHO.

Name of Contractor: ____________________________________________________________

Signature: __________________________________ Date: _______________________

Printed Name and Title of Signer: __________________________________________

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FEDERAL SUBRECIPIENT ADDENDUM

The Contractor’s status as a “Sub-recipient” as that term is defined in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200 (“Omni Circular”) imposes additional disclosure and reporting requirements on both ASTHO and the Contractor.

1. General Information:

A) CFDA Title: PPHF 2013: Building Capacity of the Public Health System to Improve Population Health through National, Nonprofit Organizations

B) CFDA Number: 93.424

D) DUNS Number (9 digits): ___________________________ (Contractor to Complete)

E) NAICS Code: ___________________________ (Contractor to complete)

F) Zip + 4 of address where work will be completed ___________________________ (Contractor to complete)

G) Congressional district: ___________________________ (Contractor to complete)

H) Award Name: Supporting State Environmental Health Collaboration

I) Award Number: 6 NU38OT000161-05-02 (formerly 3U38OT000161-03S4)

J) Award Date: 08/29/2017

K) Federal Agency Name: Centers for Disease Control and Prevention/DHHS

L) Period of Performance: 07/01/2017 - 6/30/2018

M) Sub-recipient Name: TBD

N) Pass-Through Entity: Association of State/Territorial Health Officials (ASTHO)

O) Amount of Federal Funds Obligated: $785,000

P) Total Amount of Federal Funds Obligated to Sub-recipient: up to $350,000

Q) Total Amount of Federal Award: 5,466,335.00

R) R&D ___[Y] ___[N]

S) Indirect Cost Rate: 36.6%

2. The following requirements must be complied with:


B) Contract or Grant Agreement
3. Contractor shall have an active System for Award Management (SAM) registration, formerly Central Contractor Registry (CCR).

4. Contractor shall allow ASTHO to monitor activities to ensure use of the funds complies with the authorized purposes in compliance with Federal laws, regulations and the provisions of contracts or grant agreements and that performance goals are achieved.

5. Contractor shall meet the Omni Circular audit requirements within 120 days of Contractor’s fiscal year.

6. If Contractor, in its preceding completed fiscal year, received (a) 80 percent or more of its annual gross revenue in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and (b) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements, then Contractor hereby reports the names and compensation of its five most highly compensated officers below. [Note: This compensation information need not be reported here if it is otherwise publicly available through periodic reports filed under the Securities Exchange Act (15 U.S.C. §78m(a), §78o(d)) or the Internal Revenue Code (26 U.S.C. §6104). If that is the case, please check here: __________.]

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