

## GRANT AGREEMENT

**Contract #000000000000000000061865**

This Grant Agreement ("Grant Agreement"), entered into by and between INDIANA DEPARTMENT OF HEALTH (the "State") and **CLARK 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 **\$81,599.00** (the "Grant") 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 Indiana Code § 5-19-1-1 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):  
STD Prevention Program

CFDA # 93.917

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 and that the information set forth in its Grant Application is true, complete and accurate. 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, or it made any material misrepresentation on its grant application.

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** and with the plans and specifications contained in its Grant Application, which is on file with the State and is incorporated by reference. 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 monthly basis and shall contain such detail of progress or performance on the Project as is requested by the State.

**4. Term.** This Grant Agreement commences on **April 01, 2022** and shall remain in effect through **March 31, 2023**. Unless otherwise provided herein, it may be extended upon the written agreement of the parties and as permitted by state or federal laws governing this Grant.

**5. Grant Funding.**

A. The State shall fund this Grant in the amount of **\$81,599.00**. The approved Project Budget is set forth as **ATTACHMENT B** of this Grant Agreement, attached hereto and incorporated herein. The Grantee shall not spend more than the amount for each line item in the Project Budget without the prior written consent of the State, nor shall the Project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of the State.

B. The disbursement of Grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by the State and this Grant Agreement has been fully approved by the State.

**6. Payment of Claims.**

A. If advance payment of all or a portion of the Grant funds is permitted by statute or regulation, and the State agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide State with a reconciliation of those expenditures. Otherwise, all payments shall be made thirty five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by the direct deposit by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

B. Requests for payment will be processed only upon presentation of a Claim Voucher in the form designated by the State. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.

C. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.

D. Claims shall be submitted to the State within twenty (20) calendar days following the end of the month in which work on or for the Project was performed. The State has the discretion, and reserves the right, to NOT pay any claims submitted later than thirty (30) calendar days following the end of the month in which the services were provided. All final claims and reports must be submitted to the State within sixty (60) calendar days after the expiration or termination of this agreement. Payment for claims submitted after that time may, at the discretion of the State, be denied. Claims may be submitted on a monthly basis only. If Grant funds have been advanced and are unexpended at the time that the final claim is submitted, all such unexpended Grant funds must be returned to the State.

E. Claims must be submitted with accompanying supportive documentation as designated by the State. Claims submitted without supportive documentation will be returned to the 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**, the Grant Application, 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. 200.331, 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/guidelines-examination-entities-receiving-financial-assistance-government-sources.pdf>. Guidelines for filing the annual report are included in ATTACHMENT C (Guidelines for Non-governmental Entities).

#### **9. Compliance with Laws.**

- A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by the State and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, *et seq.*, IC § 4-2-7, *et seq.* and the regulations promulgated thereunder. **If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Grant, the Grantee shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee is not familiar with these ethical requirements, the Grantee should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate

this Grant immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

C. The Grantee certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.

D. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Grantee agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Grantee, the Grantee may submit, in writing, a request for review to the Indiana Department of Administration (IDOA). A determination by IDOA shall be binding on the parties. Any disbursements that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest.

E. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with the State.

F. The Grantee affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

G. As required by IC § 5-22-3-7:

(1)The Grantee and any principals of the Grantee certify that:

(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:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Grantee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

**12. Employment Eligibility Verification.** As required by IC § 22-5-1.7, the Grantee hereby swears or affirms under the penalties of perjury that:

- A. The Grantee has enrolled and is participating in the E-Verify program;
- B. The Grantee has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Grantee does not knowingly employ an unauthorized alien.
- D. The Grantee shall require its contractors who perform work under this Grant Agreement to certify to Grantee that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Grantee shall maintain this certification throughout the duration of the term of a contract with a contractor.

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 3.3 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 the 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.

**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 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.

**18. Notice to Parties.** Whenever any notice, statement or other communication is required under this Grant, it will be sent by E-mail or first class U.S. mail service to the following addresses, unless otherwise specifically advised.

- A. Notices to the State shall be sent to:
- Indiana Department of Health
  - ATTN: Contract and Audit Section
  - 2 North Meridian Street, Section 2-C
  - Indianapolis, IN 46204
- E-mail: [isdhcontracts@isdh.in.gov](mailto:isdhcontracts@isdh.in.gov)
- B. Notices to the Grantee shall be sent to:
- CLARK COUNTY HEALTH DEPARTMENT  
Dorothy Waterhouse, Program Manager  
1201 Wall Street  
Jeffersonville, IN 47130  
E-mail: [dwaterhouse@co.clark.in.us](mailto:dwaterhouse@co.clark.in.us)

As required by IC § 4-13-2-14.8, payments to the Grantee shall be made via electronic funds transfer in accordance with instructions filed by the Grantee with the Indiana Auditor of State.

**19. Order of Precedence; Incorporation by Reference.** Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law, including those identified in paragraph 24, below, (2) this Grant Agreement, (3) ATTACHMENTS prepared by the State, (4) Invitation to Apply for Grant; (5) the Grant Application; and (6) ATTACHMENTS prepared by Grantee. All of the foregoing are incorporated fully herein by reference.

**20. Public Record.** The Grantee acknowledges that the State will not treat this Grant as containing confidential information, and the State will post this Grant on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Grant shall not be considered an act of the State.

**21. Termination for Breach.**

A. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to suspend grant payments, and to suspend the Grantee's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction.

B. The expenditure of State or federal funds other than in conformance with the Project or the Budget may be deemed a breach. The Grantee explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.

**22. Termination for Convenience.** Unless prohibited by a statute or regulation relating to the award of the Grant, this Grant Agreement may be terminated, in whole or in part, by the State whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant.

**23. Travel.** No expenses for travel will be reimbursed unless specifically authorized by this Grant.

**24. 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 provisions attached as **ATTACHMENT(s)** \_\_\_\_\_ and incorporated fully herein.

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

**26. HIPAA Compliance.** If this Contract involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Contractor 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.

**27. 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

**28. 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 *2022 SCM Template*) in any way except as follows:

\_\_\_\_\_  
Amendments -added  
HIPAA Compliance-added  
Provision Applicable to Grants with tax-funded State Educational Institutions:  
"Separateness" of the Parties -Deleted



## **ATTACHMENT A**

### **Clark County Health**

**Department 4/1/2022-**

**3/31/2023**

**\$81,599.00**

### **Partner Services**

1. No changes or additions to these terms may be made unless the Indiana Department of Health (IDOH) Sexually Transmitted Disease (STD) Prevention Program Director is consulted and an amendment of the contract is executed.
2. In collaboration with the State STD Prevention Program Director, the Grantee will establish objectives and set goals that are commensurate with the State and federal STD cooperative agreement objectives.
3. Grantee will be required to implement Disease Intervention Specialist (DIS) services and Partner Services (PS) in accordance with program standards and policy guidelines established by the IDOH and applicable state and federal statutes.
4. The Grantee will establish a plan on how the agency will implement Internet Partner Services in accordance with CDC guidance as well as with program standards, policies, and procedures.
5. Only state authorized Disease Intervention Specialists are permitted by Indiana State Code: 410 IAC 1-2.5-6 to investigate HIV and syphilis. The DIS must be approved by the STD program and trained by CDC to investigate cases of syphilis and HIV and complete partner notifications. Therefore, they are the only people who may have access to this information within the STD database. Requests of non DIS persons must be sent to the STD program for approval prior to receiving access to the STD database.
6. The State, through the STD Prevention Program, reserves the right to approve any person selected for a position supported by this contract and to discontinue financial assistance in the event the person fails to meet the professional standards established by the State STD Program which are

hereby incorporated by reference. The State will review the candidate's application to the program and provide the agency with recommendations for final candidates based on the candidate's initial interview with the agency and the IDOH STD Prevention Program. State approval shall not be unreasonably withheld.

7. When a DIS vacancy occurs, the agency will post, hire and fill the position **within 90 days** of the vacancy. All vacant positions expected to last more than 90 days will need to be approved by IDOH's STD Prevention Program. If the agency fails to adhere to these guidelines, the STD Program reserves the right to de-fund the vacant position. Agencies will collaborate with the IDOH STD Program to find and select a candidate both programs feel can fulfill the contract. This process will be agreed upon by both IDOH and the local agency. The IDOH STD Program staff can assist in the interview process as needed by the agency. IDOH staff can actively participate in the DIS interviews with agency staff or perform second round interviews with potential candidates. Regardless of the STD Program's involvement in the agency's interview process, the Grantee will be responsible for submitting the resumes of preferred candidates who have applied to the DIS position to the IDOH STD Program prior to selecting a final candidate for review. The State will review the candidate's application to the program and provide the agency with recommendations for final candidates based on the candidate's initial interview with the agency and the IDOH STD Prevention Program. State approval shall not be unreasonably withheld. If a candidate is not fulfilling the contract, the IDOH agency will notify the agency and the DIS authorization for that position. As recommended by the STD Program, the agency will need to choose to remove the employee from the grant or terminate the employee who is not fulfilling the contract. Only approved, state authorized DIS will be charged to the IDOH STD Program grant.
8. The Grantee must develop a plan of action for DIS coverage when an individual vacates their employment as a DIS. This includes case investigations, testing coverage, and data entry for the District during the time that the position is vacant. This plan of action must be reviewed and agreed upon by the STD Program.
9. The Grantee will implement disease intervention services for chlamydia, gonorrhea, HIV and syphilis infections at the client level.
10. As a Grantee offering a full-time (5day/week STD services) STD screening clinic, the Grantee will restrict DIS clinic activity to interviewing clients infected with chlamydia, gonorrhea, HIV and syphilis only. The Grantee will have DIS interview 100% of all clinic clients diagnosed with HIV,

syphilis, priority gonorrhea, and priority chlamydia in the timeframes set forth by the IDOH STD program. Clients identified as a priority for chlamydia are specified later in this contract.

11. Grantee agencies who operate clinical services in their STD District will be required to treat cases within two weeks of notification of the infection from the lab. Additionally, partners to syphilis must be treated within one week of notification of the exposure to the partner. Any person who has evidence primary and secondary signs or symptoms of syphilis should be treated by the agency immediately after blood is drawn for syphilis testing and submitted to IDOH labs. Additionally, any person who is a contact to a confirmed or suspected infectious syphilis case within 90 days should receive prophylactic (presumptive) treatment for syphilis.
12. The Grantee will attempted to interview 100% of all newly diagnosed HIV and early syphilis cases residing in the following counties: Jackson, Jennings, Ripley, Dearborn, Orange, Washington, Scott, Jefferson, Ohio, Switzerland, Crawford, Harrison, Floyd, Clark (hereinafter District 9). The Grantee will offer PS to 100% of all newly diagnosed HIV cases and early syphilis interviewed in D9. DIS operating under this contract will offer or confirm HIV testing on 100% of all early syphilis cases interviewed who do not have a previously documented HIV positive status within 30 days. The Grantee will offer syphilis testing to 100% of all newly diagnosed HIV cases interviewed in D9; DIS will complete syphilis testing on at least 90% of all newly diagnosed HIV cases interviewed.
13. The DIS will provide Early Intervention Services (EIS) to all clients they work with that include identification of individuals at high risk for acquiring HIV and STDs and assist them with accessing services. This will include offering, providing or confirming recent HIV testing on 100% of all clients that interact with the DIS, targeted counseling that includes behavior change modification that meets the client where they are at in their care, referring clients to any services that they may need, linking clients to HIV care and care coordination if positive, and providing health education and literacy training that enables clients to navigate HIV and STD care and services.
14. The DIS operating under this contract will interview **57%** of all priority gonorrhea cases residing in District 9 as enhanced STD Surveillance Network (SSuN). DIS will interview any gonorrhea cases as assigned by the STD Prevention Program. The grantee will ensure 75% of the gonorrhea cases interviewed are considered priority gonorrhea cases. Priority gonorrhea cases are defined as MSM, pregnant women, repeat cases (defined as 2 or more infections within 12 months), patients under

- 18, and co-infection with HIV and/or syphilis. The Grantee will ensure 75% of the identified sex partners to gonorrhea are examined in 30 days. DIS operating under this contract will offer or confirm HIV testing on 100% of priority gonorrhea cases interviewed who do not have a previously documented HIV positive status within 30 days.
15. The DIS operating under this contract will offer chlamydia interviews at their own discretion within their district. Furthermore, state code requires DIS offer PS to cases identified as LGV. DIS will offer PS to 100% of all LGV chlamydia cases interviewed in their district. Anyone newly diagnosed with HIV and chlamydia will be interviewed for those infections and offer PS as needed. DIS will offer or confirm HIV testing on 100% of all chlamydia cases who do not have a previously documented HIV positive status within 30 days.
  16. The DIS operating under this contract will verify treatment status of 100% of syphilis cases within 2 weeks of receipt of report. DIS will also verify treatment for 75% of the gonorrhea cases and attempt to confirm treatment on any chlamydia case where treatment is not reported in their assigned district within 30 days of receipt of report.
  17. DIS operating under this contract will enter all non-electronically reported cases diagnosed with chlamydia, gonorrhea, and syphilis within 5 working days of receipt of the report.
  18. DIS operating under this contract are required to work with providers, public health nurses, laboratories, clinics, emergency rooms, and other health care providers on proper reporting and ensuring adequate treatment as appropriate.
  19. DIS operating under this contract must perform field visits as a part of their investigations as directed by the STD Program. Field Investigations will account for roughly 25% of the DIS's workload. DIS operating under this contract must coordinate and conduct field visits on a weekly basis.
  20. The Grantee will implement PS immediately upon receipt of notification of diagnosis for syphilis and HIV.
  21. The Grantee will perform other duties for persons living with HIV assigned by the IDOH Division of HIV/STD/Viral Hepatitis on a person living with HIV residing in District 9.

22. The DIS funded under this agreement will upload all DIS follow-up forms to the Supplemental Tab of the STD database prior to submitting case for closure.
23. DIS funded under this contract will have 90% of locatable sex and needle sharing partners to HIV and syphilis examined within 30 days of assignment.
24. The Grantee will link (by actively helping index patients with newly diagnosed or newly reported HIV infection access medical care either directly or by linking them to HIV care coordination) 100% of locatable identified persons living with HIV to medical and care coordination services in District 9.
25. The Grantee will correctly document 100% of all cases interviewed in the STD database and the Indiana EvaluationWeb© no later than 72 hours after the original interview.
26. The Grantee will collaborate with internal and external partners involved in all aspects of PS, including ensuring that PS throughout the prevention and care continuum are available for all persons infected with HIV.
27. The Grantee must notify the STD Program of 100% of all communicable disease reports received on women who are syphilis cases, of any stage. The Grantee must update the STD Program about stalled investigations that may occur while investigating a pregnant female with positive serology for syphilis within 24 hours. The DIS will attempt to identify recent pregnancy testing on all females with positive serology for syphilis and document this in the STD database.
28. The Grantee will respond to quality assurance reviews as indicated in the quality assurance report. DIS operating under this contract are required to be present for Quality Assurance Reviews when they are scheduled with the STD Prevention Program staff. If a DIS is not able to be present for the review, IDOH needs to be notified at a minimum of 2 weeks in advance to reschedule the event or as soon as possible if there is an emergency.
29. The Grantee agrees to maintain client records in a secure and confidential manner. Computer systems containing client information must be protected with multiple passwords. Office equipment that is used for storing confidential materials must be locked when not in use. Providers must adopt and adhere to written policies and procedures which specify that client information is considered confidential, privileged information.

The provider must possess a written policy which limits access to client records to only designated clinic staff. Release of information to entities other than those noted herein must be preceded by the written consent of the client or legal representative, except as demanded under state statutes. These policies and procedures must include provisions for discipline should violations occur. The Grantee agrees to sign user agreements and abide by STD program data policies of the STD database.

30. The Grantee agrees to have Internet access and meet system requirements required by the Indiana Office of Technology and Compliance when accessing STD database or Luther EvaluationWeb© system.
31. The Grantee will have all DIS sign STD database user agreements on file at the agency.
32. The Grantee agrees to submit all HIV materials (brochures, videos, promotional, etc.) used as educational materials to the HIV Program Review Panel for approval. The Grantee agrees to submit all STD materials (brochures, videos, promotional, etc.) used as educational materials to the STD Program for approval.
33. The Grantee will have all DIS and other service staff **funded** under this contract satisfactorily complete the trainings required by the STD Program's DIS Training Coordinator. These trainings will occur at the beginning of employment funded under this contract and will then occur intermittently through-out the employee's time of service that is funded under this contract. When personnel changes occur within the funded entity, new personnel who do not have the appropriate training are required to obtain it through the DIS Training Coordinator. a Service staff who are required to complete trainings from the STD Prevention Program, through the DIS Training Coordinator: i Program Managers or Supervisors of DIS who are involved in reviewing or assisting in DIS casework, are assessing DIS data entry, or will be auditing DIS casework.  
Staff who will be conducting chlamydia or gonorrhea data entry management or case management, but not necessarily disease intervention tactics.  
Staff who will be participating in any Chlamydia/Gonorrhea Screening Program activities, including specimen handling and specimen data entry into LIMSNet.  
Staff who will be seeing or assisting patients suspected of having STD infection more than 40% of their working time.
34. The Grantee will have all other service staff **not funded**, but directly involved in STD activities that are funded by this contract, are subject to

satisfactorily complete the trainings at the discretion of the STD Prevention Program Director and/or STD Operations Manager. The need for trainings will be specific to the position and its involvement in activities funded by the STD Prevention Program. These trainings will be delivered through the DIS Training Coordinator with the guidance of the Program Director or Operations Manager.

35. The Grantee will collaborate with the STD Prevention Program Director and/or Operations Manager as well as the DIS Training Coordinator to ensure all funded positions (and non-funded positions as directed by the Program Director) achieve satisfactory training within the time-period specified by the DIS Training Coordinator's specific plan for that position. This includes but is not limited to:
- a Alerting the DIS Training Coordinator of the need to extend or adjust a training plan within a reasonable timeframe
  - b Review the training guides and materials provided by the DIS Training Coordinator
  - c Participating in training of DIS or staff as instructed by the DIS Training Coordinator. Some actions involved in this would include:
    - i Receiving reports from the trainee about their progress
    - ii Coaching, teaching, or advising the trainee on STD Program policies and procedures or required DIS skills
    - iii Reviewing DIS data entry and case work for demonstration of understanding and correctness of work
    - iv Providing observation or shadowing opportunities for the trainee
      - v Observing the trainee conduct specific techniques or skills and provide feedback to the trainee about their performance
      - vi Writing reports to the DIS Training Coordinator regarding the trainee's progress and technical assistance needs
36. The Grantee agrees if any funded positions fail to satisfactorily complete the required trainings (as deemed by the STD Program) after adequate intervention to enhance performance, the STD Prevention Program reserves the right to deny funding for that position as a temporary measure or to revoke the funding for the position entirely. If any non-funded positions (who are directly involved in STD activities) fail to complete the trainings requested by the STD Director after adequate intervention, and it's determined by the STD Prevention Program that the trainings are a pre-requisite to the funded work the non-funded entity is participating in, the STD Prevention Program reserves the right to request that position not be involved in STD activities funded by the contract.
- a Adequate intervention to enhance performance may include but is not limited to:

- i Assigned training sessions or webinars from the DIS Training Coordinator.
- ii Testing knowledge through case scenarios or quizzes from the DIS Training Coordinator.
- iii Real-time coaching session with technical assistance from the DIS Training Coordinator, a seasoned peer, or a Supervisor.
- iv Work Improvement Plans (may also be called a Performance Improvement Plan) that are developed by the agency with the STD Program's assistance, if desired.

37. The Grantee will adhere to the training plan as determined by the DIS Training Coordinator and/or the STD Program Director/Operations Manager.

- a DIS are required to complete the self-study modules, attend knowledge check-ins with the Coordinator, complete assigned training activities, and go through final Authorization Training within 16 weeks of date of hire. Training schedules for DIS may be extended after discussion with the STD Prevention Program and adequate intervention tactics. DIS are required to satisfactorily pass the knowledge check-ins in order to proceed with final Authorization.

- i DIS will be expected to take self-study modules from the National STD Curriculum, National HIV Curriculum, and Passport to Partner Services.

DIS will take additional trainings from IN-Train, the Centers for Disease Control and Prevention, and harm reduction related trainings. The DIS is additionally required to be trained in specimen collection, which includes phlebotomy.

- ii DIS will be required to be trained in HIV testing and counseling, either through the STD Program's HIV Skills Building for DIS or through the IDOH's HIV Prevention testing training.

- iii DIS will be required to participate in shadowing experiences and then be observed completing their work during their training period.

- iv DIS will be provided a training schedule from the DIS Training Coordinator that outlines the self-study curriculum and additional activities of DIS work.

This training plan will culminate in the final Authorization Training. Authorization Training will either be given by the STD Prevention Program or a federally funded training center. Satisfactory completion of Authorization Training and approval from the STD Prevention Program permit a DIS to practice disease intervention and Partner Services in the State of Indiana.



- b Funded positions who are not DIS may be required to go through trainings from the National STD Curriculum, National HIV Curriculum, Passport to Partner Services, IN-Train, the Centers for Disease Control and Prevention, and harm reduction related trainings. Funded positions who are not DIS do not require Authorization Training, but may require approval for data entry work or basic case management.
  - c Non-funded positions who are directly involved in funded STD activities may be requested to go through trainings from the National STD Curriculum, National HIV Curriculum, Passport to Partner Services, IN-Train, the Centers for Disease Control and Prevention, and harm reduction related trainings. Non-funded positions do not require Authorization Training, but may require approval for data entry work or basic case management.
- 38. The Grantee agrees that project personnel supported under this contract shall attend and successfully complete the training programs required for this project in a time period specified by the State STD Program.
- 39. The Grantee will offer expertise, consultation, PS, and case investigation to local health departments and other entities pursuing outbreaks of STDs, HIV, Hepatitis C, and other infectious diseases, as needed and as directed by the Division of HIV/STD/Viral Hepatitis. If directed, the Grantee will assist in response efforts and reimbursement will be arranged for these efforts.
- 40. The Grantee, if providing STD clinical and laboratory services, will comply with the CDC Program Operations Guidelines for STD Prevention, HIPPA regulations, as well as CDC's STD Treatment Guidelines.
- 41. The Grantee will complete the STD Quarterly Provider Report and email to the district's Program Prevention Liaison by the dates set forth by the program.
- 42. The Grantee will ensure that state funded DIS are in attendance and participate on the quarterly statewide DIS teleconference calls scheduled for 2021. Any absences must be reported to the STD Program prior to the conference call.
- 43. The IDOH Chlamydia and Gonorrhea Screening Program allots testing materials and medications that are expected to be used for at risk and un/underinsured clients outlined in the IDOH CT/GC Screening Program requirements. The Grantee will not deny STD services to those clients who are eligible but cannot pay local administrative fees.

44. DIS operating under this contract will adhere to all STD Prevention Program policies and procedures.
45. The DIS operating under this contract will assist with STD PCHD grant requirements if assistance is requested by the IDOH STD Prevention Program.
46. DIS operating under this contract will submit 100% of all confirmed syphilis and HIV cases for IDOH STD Prevention Specialist review within 2 business days of completing the original interview with the client prior to closure in the STD database to ensure quality and compliance with CDC's recommendations.
47. The Grantee will ensure all syphilis cases are reviewed on a monthly basis, at a minimum, for quality assurance purposes by an area manager or trained program staff. The IDOH STD Prevention Program will train any local staff to review these cases if requested.
48. The Grantee will be required to submit a **monthly** STD invoice, appropriate supporting documentation and STD Tracking Spreadsheet to the STD Prevention Program inbox ([STD@isdh.in.gov](mailto:STD@isdh.in.gov)) by the 15<sup>th</sup> of each month for the previous month's expenditures spent by the STD and Ryan White grants. These invoices will be reviewed and approved by the STD Operation's Manager to ensure the funds claimed on the invoice are being spent in a manner that is consistent with this contractual agreement. Once approved the invoice will then be sent to IDOH Finance Division for payment.
  - a Appropriate supporting documentation that justifies the expenses and amounts billed for that month's invoice includes but is not limited to the following:
    - i Personnel
    - ii Fringe
    - iii DIS Travel (including mileage, conference registration, out of state travel (flight/hotel receipts).
    - iv Supplies (not included in the outreach supply website)
    - v Rent
    - vi Utilities (itemized)
    - vii Consultant (itemized)
    - viii Contractual (itemized)
    - ix Miscellaneous expenses such as; advertising, promotion, education brochures, personal healthcare, printing, etc.

49. The Grantee will be required to ensure the agency receives payment of the STD Invoice they submitted to the STD Prevention Program within 30 days of submission. The STD Prevention Program is not responsible for ensuring the agency themselves receives payment.
50. The Grantee will be required to develop their own process for reconciliation of STD Invoices submitted within the grant period. If the agency identifies they have been unpaid for a STD Invoice, they will work with the program to rectify this invoice. The STD Prevention Program will be unable to perform any reconciliation for STD Invoices submitted 60 days past the end of this grant period.
51. In the instance of a Public Health Emergency (PHE), it is acceptable for DIS to be reassigned within their DIS District to assist in other public health duties. If DIS are reassigned, the agency may use federal funding provided by the STD Program for Public Health Emergency's. An agency must be able to track and account for DIS time spent on this PHE each week and submit this report to the STD Program on a weekly basis.
52. Quality Management- Grantee's must develop an internal quality management (QM) program and collaborate with the Ryan White Part B Program in the implementation and evaluation of the statewide QM plan. The QM program must be in accordance with HRSA policy. This will include developing an internal quality management structure, determining and monitoring annual goals, collecting standardized performance measures and conducting ongoing quality improvement activities. Grantee's are expected to:
  - a. Develop a written quality management plan outlining specific goals and objectives that address improvement in quality of client care and which meets IDOH expectations.
    - i. Supportive materials and technical assistance will be provided by the HIV Continuum Quality Manager at IDOH.
  - b. Utilize a QM committee to direct and oversee implementation of the QM program.
  - c. Participate in quality management trainings and technical assistance provided by IDOH;
  - d. Engage in statewide QM activities as laid out in the QM Plan, including:
    - i. Initiation of organizational QI projects that align with statewide QI projects.
  - e. Participate in on-site monitoring by IDOH of the QM Program and activities, when requested.

- f Send IDOH Progress Reports and Quality Improvement Project Reports as requested.

IDOH will provide guidance and technical assistance, as needed, to help agencies implement a quality management program.

53. Subrecipient will attend all mandatory TA Calls and subrecipient meetings

54. At the discretion of the IDOH STD Program, Grantee will use IDOH-required data systems to collect and report all required data elements for their funded service categories. Reporting will be required at a maximum of once a month, and will ask for a blend of qualitative and quantitative data. Training will be provided by IDOH on how to complete this reporting and reporting will begin at the request of IDOH, with a minimum 1 months' notice in advance of the first report being due.

55. Grantee is required to work in compliance with IDOH Ryan White Part B Service Standards for all RWHAP service categories for which they are funded. Service standards are located on the IDOH Ryan White Part B program website found here: <https://www.in.gov/isdh/27827.htm>

**ATTACHMENT B**

**Clark County Health Department**

**Budget 4/1/2022- 3/31/2023**

<b>Category</b>	<b>Amount</b>
SDRWRSR (STD RYAN WHITE) SERVICES	\$81,599.00
<b>TOTAL</b>	<b>\$81,599.00</b>

**Non-Collusion, Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant, the Grantee attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

**Agreement to Use Electronic Signatures**

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: <https://secure.in.gov/apps/idoa/contractsearch/>

**In Witness Whereof**, the Grantee and the State have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.


**CLARK COUNTY HEALTH DEPARTMENT**

By:   
08382461D0F64B4...

Title: Administrator

Date: 5/9/2022 | 09:41 EDT

**INDIANA DEPARTMENT OF HEALTH**

By:   
FD195E4E7AF9428...

Title: IDOH Chief of Staff

Date: 5/10/2022 | 14:07 EDT

Electronically Approved by: Indiana Office of Technology  By: _____ (for) Tracy Barnes, Chief Information Officer	Electronically Approved by: Department of Administration  By: _____ (for) Rebecca Holwerda, Commissioner
Electronically Approved by: State Budget Agency  By: _____ (for) Zachary Q. Jackson, Director	Electronically Approved as to Form and Legality: Office of the Attorney General  By: _____ (for) Theodore E. Rokita, Attorney General

## ATTACHMENT C

### Annual Financial Report for Non-governmental Entities

**Guidelines for filing the annual financial report:**

- Filing an annual financial report called an Entity Annual Report (E-1) is required by IC 5-11-1-4. This is done through Gateway which is an on-line electronic submission process.
  - There is no filing fee to do this.
  - This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
  - The E-1 electronic submission site is found at <https://gateway.ifonline.org/login.aspx>
  - The Gateway User Guide is found at <https://gateway.ifonline.org/userguides/E1guide>
  - The State Board of Accounts may request documentation to support the information presented on the E-1.
  - Login credentials for filing the E-1 and additional information can be obtained using the [notforprofit@sboa.in.gov](mailto:notforprofit@sboa.in.gov) email address.
- A tutorial on completing Form E-1 online is available at [https://www.youtube.com/watch?time\\_continue=87&v=nPpqtPcdUcs](https://www.youtube.com/watch?time_continue=87&v=nPpqtPcdUcs)
- Based on the level of government financial assistance received, an audit may be required by IC 5-11-1-9.