

## GRANT SUMMARY SHEET

**Grant** STD Fast Track Clinic 21-21

**Department:** HEALTH DEPARTMENT

**Grantor:** Center for Disease Control (CDC)

**Pass-Through Grantor** NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

**Total Award this** \$10,000.00

**Cash Match** \$0.00

**Department** Brad Thompson  
340-0407

**Status** CONTINUATION

**Program Description:**

A grant from NACCHO to be a part of a data collaborative to implement a clinic based process improvement pilot study. The proposal, MPH D's STD/HIV Clinic Fast Track Study will seek to revise and improve the registration process and appointment-based system to create a system that is satisfactory and efficient for our clients and staff.

**Plan for continuation of services upon**

This is an implementation grant. If successful, it is possible to receive further grant funding.

Grants Tracking Form

Part One

<input type="radio"/> Pre-Application		<input type="radio"/> Application		<input checked="" type="radio"/> Award Acceptance		<input type="radio"/> Contract Amendment													
Department	Dept. No.	Contact				Phone	Fax												
HEALTH DEPARTMENT	038	Brad Thompson				340-0407													
Grant Name:	STD Fast Track Clinic 21-21																		
Grantor:	Center for Disease Control (CDC)					Other:													
Grant Period From:	02/15/21	(applications only) Anticipated Application Date:																	
Grant Period To:	06/30/21	(applications only) Application Deadline:																	
Funding Type:	FED PASS THRU	Multi-Department Grant		<input checked="" type="checkbox"/>	If yes, list below.														
Pass-Thru:	NATIONAL ASSOCIATION OF COUNTY /	Outside Consultant Project:		<input type="checkbox"/>	MNPS														
Award Type:	COMPETITIVE	Total Award:		\$10,000.00															
Status:	CONTINUATION	Metro Cash Match:		\$0.00															
Metro Category:	Est. Prior.	Metro In-Kind Match:		\$0.00															
CFDA #	93.421	Is Council approval required?		<input checked="" type="checkbox"/>															
Project Description:	Applic. Submitted Electronically? <input checked="" type="checkbox"/>																		
<p>A grant from NACCHO to be a part of a data collaborative to implement a clinic based process improvement pilot study. The proposal, MPHD's STD/HIV Clinic Fast Track Study will seek to revise and improve the registration process and appointment-based system to create a system that is satisfactory and efficient for our clients and staff.</p>																			
<p><b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>                  This is an implementation grant. If successful, it is possible to receive further grant funding.</p>																			
<p><b>How is Match Determined?</b></p> <p>Fixed Amount of \$ _____ or _____ % of Grant _____ Other: <input type="checkbox"/></p> <p>Explanation for "Other" means of determining match: _____</p>																			
<p><b>For this Metro FY, how much of the required local Metro cash match:</b></p> <p>Is already in department budget? _____ Fund _____ Business Unit _____</p> <p>Is not budgeted? _____ Proposed Source of Match: _____</p> <p>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</p> <p>Other: _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Number of FTEs the grant will fund:</td> <td>0.00</td> <td>Actual number of positions added:</td> <td>0.00</td> </tr> <tr> <td>Departmental Indirect Cost Rate</td> <td>23.73%</td> <td>Indirect Cost of Grant to Metro:</td> <td>\$2,373.00</td> </tr> <tr> <td>*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow.</td> <td>0.00%</td> <td>Ind. Cost Requested from Grantor:</td> <td>\$0.00 in budget</td> </tr> </table> <p>*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)</p> <p>Draw down allowable? <input type="checkbox"/></p> <p>Metro or Community-based Partners: _____</p>								Number of FTEs the grant will fund:	0.00	Actual number of positions added:	0.00	Departmental Indirect Cost Rate	23.73%	Indirect Cost of Grant to Metro:	\$2,373.00	*Indirect Costs allowed? <input type="radio"/> Yes <input checked="" type="radio"/> No % Allow.	0.00%	Ind. Cost Requested from Grantor:	\$0.00 in budget
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Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY21			\$10,000.00			\$0.00	\$10,000.00	\$2,373.00	\$0.00
Yr 2	FY									
Yr 3	FY									
Yr 4	FY									
Yr 5	FY									
<b>Total</b>		\$0.00	\$0.00	\$10,000.00	\$0.00		\$0.00	\$10,000.00	\$2,373.00	\$0.00
Date Awarded:				03/12/21	Tot. Awarded:		\$10,000.00	Contract#:		2021-020504
(or) Date Denied:					Reason:					
(or) Date Withdrawn:					Reason:					

Contact: [trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

GCP Rec'd  
03/17/21

GCP Approved  
03/17/21

*VW*

## NACCHO CONTRACT # 2021-020504

## CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and **Metropolitan Government of Nashville and Davidson County dba Metro Public Health Department** (hereinafter referred to as "Contractor"), with its principal place of business at 700 2nd Avenue South, Suite 205 Nashville, TN 37210.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT #5NU38OT000306-03-00, CFDA #93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on February 15<sup>th</sup>, 2021 and shall continue in effect until June 30<sup>th</sup>, 2021, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties, provided the term shall not exceed one year.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$10,000.00. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. One invoice must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$10,000.00	Data collection site visit completed	June 30, 2021

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall

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be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for the giving of notices as set forth in Section 24 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

## ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: Notwithstanding the foregoing sentence, Contractor's liability shall be provided by Tennessee law. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between

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NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.

7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written,

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regarding such subject matter.

12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to 2 CFR 200 Subpart C, Contractor will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

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20. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F , Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
21. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
22. PROSTITUTION AND SEX TRAFFICING: Consistent with Section 7631(e) of the U.S. Leadership Against HIV/AIDS, Tuberculosis, and Malaria Act of 2003, 22 USC 7601 et seq. (“the Leadership Act”). By accepting this award Contractor agrees that it is opposed to practices of prostitution and sex trafficking because of the psychological and physical risks they pose for women, men and children. None of the funds made available under this agreement may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and when proven effective, microbicides.
23. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
24. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

## FOR NACCHO:

National Association of County and City  
Health Officials  
Attn: Julia Zigman  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) 507-4268  
Fax (202) 783-1583  
Email: [jzigman@naccho.org](mailto:jzigman@naccho.org)

With a copy to:  
National Association of County and City  
Health Officials  
Attn: Ade Hutapea, LL.M., CFCM  
Lead Contracts Administrator  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) 507-4272  
Fax (202) 783-1583  
Email: [ahutapea@naccho.org](mailto:ahutapea@naccho.org)

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**FOR CONTRACTOR:**

Metropolitan Government of Nashville and  
Davidson County dba Metro Public Health  
Department  
Attn.: Joanna Shaw-KaiKai  
Associate Medical Director  
2500 Charlotte Avenue  
Nashville, TN 37209  
Tel. (615) 340-8654  
Email: [joanna.shaw-kaikai@nashville.gov](mailto:joanna.shaw-kaikai@nashville.gov)

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

**CONTRACTOR:**

By: *Jerome Chester*  
Jerome Chester (Apr 5, 2021 15:51 EDT)

By: *Tina Lester*  
DocuSigned by:  
5EE94599A8D6403...

Name: Jerome Chester

Name: Tina Lester

Title: Chief Financial Officer

Title: Interim Administrative Director

Date: Apr 5, 2021

Date: 4/6/2021

Federal Tax ID No.: 62-0694743  
DUNS No.: 078217668

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

DocuSigned by:

*Tina Lester*

5EE94599A8D6403...

Interim Administrative Director  
Metro Public Health Department

4/6/2021

Date

DocuSigned by:

7F973F49A00A4DF...

Chair, Board of Health

4/6/2021

Date

APPROVED AS TO AVAILABILITY OF FUNDS:

DocuSigned by:

*Kevin Crumbo/Alto*

Director, Department of Finance

4/8/2021

Date

APPROVED AS TO RISK AND INSURANCE:

DocuSigned by:

*Balogun Cobb*

Director of Risk Management Services

4/8/2021

Date

APPROVED AS TO FORM AND LEGALITY:

DocuSigned by:

*Niki Eke*

Metropolitan Attorney

4/8/2021

Date

FILED:

Metropolitan Clerk

Date

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**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS****CONTRACTOR AGREEMENT – ATTACHMENT I****SCOPE OF WORK****Scope of Work– Metro Public Health Department**Project: *STI Express Cost Evaluation Project*

Contract Amount and Type: \$10,000 (Purchase of Goods and Services)

Contract Period: February 2, 2021 – June 30, 2021

**Project Background**

Metro Public Health Department will participate in the STI Express Cost Evaluation Project, through which STI clinics will be convened to estimate the cost effectiveness of express services compared to non-express services. Metro Public Health Department, along with other participating sites, will report site-level data related to the administration of non-express services and share with NACCHO and CDC for analysis, and discuss implications of the analyzed data.

NACCHO, CDC, and participating clinics will contribute to the following anticipated outcomes of the Cost Evaluation Project:

- Analyzed program cost and financial data that will improve the ability to characterize the cost effectiveness of express approaches, the impact of STI funding on STIs and HIV, understand cost drivers, and discover efficiencies in the provision of the services.
- Manuscript for a peer-reviewed publication and supporting resources.

**Scope of Work**

In support of the *STI Express Cost Evaluation* project, Metro Public Health Department will complete the following activities by June 30, 2021:

- Work with NACCHO to plan a 1-2-day virtual site visit for NACCHO and CDC staff;
- Collect and report data necessary to evaluate the cost of express vs non-express services;
- Review summary analysis developed by CDC; and
- Contribute to manuscript development with NACCHO, CDC, and other participants.

**Reimbursement**

Metro Public Health Department will submit one invoice according to the following schedule with the following deliverables:

Invoice No.	Amount	Deliverable	Due Date
Invoice I	\$10,000	Data collection site visit completed	June 30, 2021

**Reporting**

Metro Public Health Department will participate in virtual meetings and phone calls on an as-needed basis.

**LINE-ITEM BUDGET**  
*NAME OF ORGANIZATION*  
*TITLE OF PROJECT*

Line Items	Requested Amount through July 31, 2021 Phase I	Cost Justification
<b>Direct Labor (Name &amp; Position description)</b>		
<b>Personnel Subtotal</b>	\$ -	
<b>Fringe Benefits (X%)</b>		
<b>Subtotal Direct Labor &amp; Fringe</b>	\$ -	
<b>Contracts (Subaward and/or Contractor)</b>	\$ 10,000.00	temporary employee
<b>Subtotal of Contracts (Subaward and/or Contractor)</b>	\$ -	
<b>Materials/ Supplies</b>		
<b>Subtotal of Materials/ Supplies</b>	\$ -	
<b>Travel</b>		
<b>Subtotal of Travel</b>	\$ -	
<b>Other expenses</b>		
<b>Subtotal of Other Expenses</b>	\$ -	
<b>Subtotal of Other Direct Expenses</b>	\$ -	
<b>Subtotals of Direct costs</b>	\$ -	
<b>Indirect ( ___ %)</b>		
<b>Grand Total</b>	<b>\$ 10,000.00</b>	