

1. DATE ISSUED MM/DD/YYYY 03/22/2016
 2. CFDA NO. 93.944
 3. ASSISTANCE TYPE Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

CDC Procurement and Grants Office

2920 Brandywine Road
 Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
 307,317K2 PHSA,42USC241,247BK2,PL108

1a. SUPERSEDES AWARD NOTICE dated 12/09/2015
 except that any additions or restrictions previously imposed remain
 in effect unless specifically rescinded

4. GRANT NO. 6 NU62PS004009-04-01
 Formerly 5U62PS004009-04
 5. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MM/DD/YYYY
 From 01/01/2013 Through 12/31/2017

7. BUDGET PERIOD MM/DD/YYYY
 From 01/01/2016 Through 12/31/2016

8. TITLE OF PROJECT (OR PROGRAM)
 The HIV/AIDS Surveillance Program monitors the number of HIV and AIDS cases diagn

9a. GRANTEE NAME AND ADDRESS
 Missouri Dept. of Health and Senior Services/DSS&R
 920 WILDWOOD DR
 COMMUNITY AND PUBLIC HEALTH
 JEFFERSON CITY, MO 65109-5796

9b. GRANTEE PROJECT DIRECTOR
 AMY FORBIS
 920 Wildwood Drive
 Director, Division of Administration
 Jefferson City, MO 65109
 Phone: (573) 751-6014

10a. GRANTEE AUTHORIZING OFFICIAL
 Mr. Bret Fischer
 920 Wildwood Drive P.O. Box 570
 Jefferson City, MO 65109
 Phone: 573-751-6014

10b. FEDERAL PROJECT OFFICER
 Darrin Brown
 1600 Clifton Rd
 Atlanta, GA 30333
 Phone: 404-639-5200

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	I
II Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	111,625.00
b. Fringe Benefits	37,294.00
c. Total Personnel Costs	148,919.00
d. Equipment	0.00
e. Supplies	1,050.00
f. Travel	2,844.00
g. Construction	0.00
h. Other	4,471.00
i. Contractual	62,705.00
j. TOTAL DIRECT COSTS →	219,989.00
k. INDIRECT COSTS	19,622.00
l. TOTAL APPROVED BUDGET	239,611.00
m. Federal Share	239,611.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	239,611.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	159,611.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	80,000.00
13. Total Federal Funds Awarded to Date for Project Period	2,158,992.00

14. RECOMMENDED FUTURE SUPPORT <i>(Subject to the availability of funds and satisfactory progress of the project):</i>			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a.		d.	
b.		e.	
c.		f.	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:		b
a. DEDUCTION		
b. ADDITIONAL COSTS		
c. MATCHING		
d. OTHER RESEARCH (Add / Deduct Option)		
e. OTHER (See REMARKS)		

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

a. The grant program legislation
 b. The grant program regulations.
 c. This award notice including terms and conditions, if any, noted below under REMARKS.
 d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached - Yes No)

GRANTS MANAGEMENT OFFICIAL: Shirley K Byrd, Grants Management Officer

17. OBJ CLASS 41.51	18a. VENDOR CODE	18b. EIN	19. DUNS 878092600	20. CONG. DIST. 03
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 6-9391154	b. 004009PS15	c. PS	d. \$0.00	e. 75-16-0950
22. a. 6-939056S	b. NU62PS00400904	c. PS	d. \$80,000.00	e. 75-16-0950
23. a.	b.	c.	d.	e.

NOTICE OF AWARD (Continuation Sheet)

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Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

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AWARD CONDITIONS

- Funding Opportunity Announcement (FOA) Number: PS13-1302**
Award Number: 1 U62 PS004009-04 (Revision I) Award Type: Cooperative Agreement
Applicable Regulations: 45 Code of Federal Regulations (CFR) Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards 45 CFR Part 75 supersedes regulations at 45 CFR Part 74 and Part 92

TERMS AND CONDITIONS OF THIS AWARD

Approved Funding: The purpose of this revised Notice of Award is to award an additional **\$80,000** in supplemental funding to support the National HIV Surveillance System (NHSS) for the Year 04 budget period which is 1/01/2016 through 12/31/2016.

The purpose of the supplemental funds is to support and focus on routine data linkage and integration to improve HIV prevention program monitoring and evaluation. Health departments will implement strategies for sharing HIV testing and HIV case surveillance data between these two programs to improve the accuracy of data on new and pre-existing HIV diagnoses and linkage to HIV medical care among persons newly diagnosed with HIV infection.

REVISED BUDGET REQUIREMENT: By **April 29, 2016** the grantee must submit a revised budget with a narrative justification and work plan. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Staff Contacts section of this notice before the due date.

Stewardship: The grantee must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

AWARD ATTACHMENTS

Missouri Dept. of Health and Senior
Services/DSS&R

6 NU62PS004009-04-01

1. Summary Statement

**SUMMARY STATEMENT
FUNDING OPPORTUNITY ANNOUNCEMENT
CDC-FOA PS13-13020401SUPP16**

Date of Review: November 13, 2015

Applicant Name: Missouri Department of Health and Senior Services

Recommendation: Approved

RECOMMENDATIONS:

- None noted.

OTHER RELEVANT COMMENTS:

- None noted.

CRITERIA:

1. Letter of agreement between the HIV prevention/testing program and HIV surveillance program

Summary of Strengths:

- The Applicant includes a Letter of Agreement (LOA) between the HIV prevention program (including the HIV testing program) and the HIV surveillance program at the health department that indeed shows commitment to sharing data between the groups and implementing project activities.

Summary of Weaknesses:

- The Applicant's LOA does not specifically discuss support of achieving all of the project's outcomes that are mentioned in the Executive Summary of this report.

2. Approach and Sustainability

Summary of Strengths:

- In the Project Narrative, Activity 5 (page 6) discusses that: "In order for the matching processes to be carried out throughout the funding project period and sustained after the funding period is over, explicit policies and procedures detailing the matching processes will be developed. These policies and procedures will ensure that processes can be carried out when the funding project is complete and that DHSS will continue to garner improved outcomes in HIV prevention services". The Applicant's work plan (Activity #5) states that "by June 30, 2017 the final policies and procedures on data matching processes will be developed".
- The Applicant effectively discusses how their strategies and activities will result in the program outputs and outcomes, describes existing strategies that match HIV testing records with HIV case surveillance, activities for verification of new and pre-existing HIV diagnoses, and assessment of linkages to HIV medical care.
- The Applicant describes in Activity 1 how the data sharing agreement will be used to support project outputs and outcomes.
- The Applicant describes in Activity 5 that matching processes will be sustained after the funding period is over, by developing explicit policies and procedures detailing the matching processes.

- The Applicant adequately discusses (pages 5-6, Project Narrative) two key collaborations that will ensure the success of this project. These are: a) the collaboration between BRDI (Bureau of Reportable Disease Informatics- responsible for managing the HIV/AIDS surveillance data) and the Bureau of HIV, STD and Hepatitis (BHSH), and b) the collaboration between BRDI and the contracted HIV testing sites.
- The Applicant discusses the importance of continuing to target disproportionately impacted populations especially in the metropolitan/urban areas of St. Louis and Kansas City.
- With electronic matching processes, the Applicant will collect more accurate information about verification of new and pre-existing diagnoses, and will allow to target services to areas with a higher burden of newly diagnosed cases, to enhance partner/prevention services, and to improve linkage to HIV medical care.

Summary of Weaknesses:

- Developing a Sustainability Plan that will include various key components, over and beyond the named policies and procedures, would benefit the program in the long run and ensure its continued success beyond the Project Period of this funding.

3. Evaluation and Performance Management

Summary of Strengths:

- The Applicant provides a work plan that describes appropriate project, program monitoring and evaluation activities, as well as a timeline with: responsible parties, outputs, processes, and outcome measures sections.
- Evaluation of the project will begin at implementation. The two DHSS staff that will be responsible for evaluation of the activities proposed in the work plan are: the BRDI Research Analyst IV that will be hired and the BHSH HIV Prevention Programs Manager.
- In BRDI, the Research Analyst IV will:
 - Monitor and evaluate all activities related to the development and implantation of the electronic matching processes between HIV testing and HIV surveillance data.
 - Ensure that the BRDI research analysts involved in the project review the Security & Confidentiality Manual and sign the security and confidentiality agreement.
 - Ensure that the research analysts complete Microsoft Access, Visual Basic for Applications, and SAS training.
 - Keep copies of the training certificates in each employee's respective file.
 - Closely monitor the newly hired research analyst's progress in developing the electronic matching processes between HIV testing and HIV surveillance data, and review the work before finalization.
 - Provide monthly reports to the HIV Prevention Programs Manager summarizing the HIV testing activity of each testing site, including new versus previous diagnoses and linkage to care information.
 - Keep electronic copies of the monthly reports.
 - Develop reports at the end of the Project Period to compare current HIV testing data to the same point in time in previous years.
- The HIV Prevention Programs Manager will:
 - Assist in the monitoring and evaluation of successful project outcomes.
 - Will monitor how the enhanced HIV testing data can be used for continuous HIV Prevention Program quality improvement.

- Will use reporting information to make informed decisions on how to target partner and prevention services. - evaluate improvements in finding new positives and improvements in linkage to care by monitoring the monthly reports.
- Use the end of the Project Period reports to evaluate the success of the project and to assess the level of improvement in HIV testing data quality.

Summary of Weaknesses:

- Although the work plan's objectives are specific, achievable, realistic, and time-bound they are hard to measure. For example:
 - The objective "Adapt data sharing agreement between HIV Prevention Program and HIV Surveillance Program for sharing of HIV testing and HIV surveillance data" in order to be measurable could be re-phrased to: "Increase from 0 to 1; the data sharing agreements between HIV Prevention Program and HIV Surveillance Program for sharing of HIV testing and HIV surveillance data "
 - and the objective "Ensure new and existing staff are trained to develop electronic matching processes and perform routine matching between HIV testing and HIV surveillance data" in order to be measurable could be re-phrased to: "Increase from 0 to 1 the number of trainings for new and existing staff on how to develop electronic matching processes and perform routine matching between HIV testing and HIV surveillance data".

4. Organizational Capacity to Implement the Approach

Summary of Strengths:

- The Applicant provides the resume for current staff Research Analyst III (Justin Thomas).
- The Applicant includes an Organizational Chart.
- Activity 3 of the Project Narrative and the Organizational Capacity to Implement the Approach section of the Project Narrative discuss that in order to develop data matching processes and to carry out these processes once developed, the newly hired and one current BRDI research analyst will need appropriate training (pages 4, 8).
- The specific trainings are listed on page 8 of the Project Narrative
- Within BRDI, the process of hiring a new Research Analyst III has begun and the analyst will develop the matching processes to implement this project.
- The new Research Analyst III will receive a number of trainings necessary to work with the existing HIV testing database, including Access and Visual Basic for Applications training so they can successfully develop the appropriate processes.
- The new Research Analyst will also attend virtual SAS training to gain the SAS skills needed for this project.
- The Supervisor (not named in the application) of the new Research Analyst III:
 - Will provide guidance the new Research Analyst III throughout the development of these processes.
 - Developed the current HIV testing database and will train the new research analyst thoroughly on the database's configuration management.
 - Will also train the new Research Analyst III on the use of LinkPlus, the probabilistic matching data system provided by CDC.
- A second Research Analyst III (current BRDI employee) will receive the same training as the newly hired Research Analyst, and will conduct the routine matching processes once developed.
- For HIV surveillance data, BRDI has a current employee, an Information Support Coordinator (not named in the application), dedicated to entering HIV surveillance data into eHARS.

- Another current BRDI employee, a Senior Office Support Assistant, (Sri Premnath) will also enter HIV surveillance data into eHARS. These staff are expected to enter HIV surveillance data within 90 days of receipt, and they continually succeed in meeting these expectations.

Summary of Weaknesses:

- A job description for the new Research Analyst III to be hired (40% on this award) is not provided.
- A job description for the new "Senior Office Support Assistant" (50% on this award) is not provided.
- A resume/curriculum vitae for the HIV Prevention Programs Manager is not provided. This is a key BRDI staff since they will be responsible for the activities listed in the "Evaluation and Performance Management" section (above) of this report.
- A resume/curriculum vitae for the Research Analyst IV (Angela McKee per the organization chart) is not provided. This is a key BRDI staff since they will be responsible for the activities listed in the "Evaluation and Performance Management" section (above) of this report.
- The Applicant does not address: infrastructure in terms of the organization's physical space and equipment, financial reporting, and management of travel requirements.
- The Applicant does not discuss staff experience in using health department HIV surveillance data systems.
- Resumes/curriculum vitae are not included for two staff listed in the application (Amanda Branson and Sri Premnath).
- Overall, the application would be stronger if this section included the above elements and a more in-depth description of the internal resources, capacity and infrastructure available to effectively carry out program goals and objectives.

5. Budget

- None noted.