

**AGREEMENT BETWEEN THE PENNSYLVANIA DEPARTMENT OF HEALTH AND
YORK CITY BUREAU OF HEALTH**

(Name)

WHEREFORE, in witness of the covenants set forth below on the attached pages, the parties have affixed their signatures hereto:

BY: _____ DATE: _____
Signature

Print/Type Title

Print/Type Name

BY: _____ DATE: _____
Signature

Print/Type Title

Print/Type Name

BY: _____ DATE: _____
Pennsylvania Department of Health

Approved as to form and legality:

BY: _____ DATE: _____
Office of Legal Counsel
Pennsylvania Department of Health

AND
BY: Not Required DATE: _____
Office of General Counsel
Commonwealth of Pennsylvania

AND
BY: Not Required DATE: _____
Office of Attorney General
Commonwealth of Pennsylvania

I hereby certify that funds are available in the amount(s) and in the appropriation symbol(s) as shown below:

BY: _____ DATE: _____
Comptroller
Public Health and Human Services

Jared Shinabery, Project Officer
(717)562-5825

Ashley Parsons, Alternate Project Officer
(717)547-3144

SAP# :4100085402

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE PENNSYLVANIA
DEPARTMENT OF HEALTH**

AND

YORK CITY BUREAU OF HEALTH

THIS INTERGOVERNMENTAL AGREEMENT, hereinafter referred to as "Agreement", is made by and between the Commonwealth of Pennsylvania, Department of Health, hereinafter referred to as "the Department", and York City Bureau of Health, hereinafter referred to as "Provider."

WHEREAS, the Department has the power and duty to protect the health of the people of this Commonwealth, and to determine and employ the most efficient and practical means for the prevention and suppression of disease pursuant to 71 P.S. §532; and

WHEREAS, the Department is in receipt of or anticipates receipt of Federal funds or state funds or both pursuant to 71 P.S. §532 to provide for the purposes of this Agreement, and this Agreement is contingent upon appropriation and receipt of such funds.

WHEREAS, this Agreement is an Intergovernmental Agreement and is not subject to the Commonwealth Procurement Code, P.L. 358, No. 57, May 15, 1998, 62 Pa.C.S.A. §101 et seq., (Act 57), and must be processed in accordance with the Commonwealth Attorneys Act, 71 P.S. § 732-101 et seq.

NOW, THEREFORE, the parties, intending to be legally bound, hereby agree as follows:

I. AGREEMENT TERM

A. This Agreement shall be effective from Sept. 1, 2019 through Aug. 31, 2022, subject to its other provisions, and the availability of funds, whether state or Federal unless terminated earlier by either party according to the termination provisions of this Agreement.

B. No-Cost Extension. The term of this Agreement may be extended with no additional funding by a written notice signed by the Department in order to allow the Provider to continue to use the funds to perform the work of this Agreement at the same terms and conditions as this Agreement for an additional period of time. For the purpose of this extension, the funding amount is limited to the funds not spent by the Provider by the end of the Budget period. At no time will the length of this Agreement exceed 5 years including any extension.

C. Renewal.

At the Department's discretion and by letter notice, the Department may renew this Agreement for the following term: [insert renewal term].

1. In the event of a renewal, the Department may choose to renew the Agreement as follows:
 - a) At the Agreement's original terms or conditions; or
 - b) To increase or decrease the Grant amount or salaries, hourly wages or fringe benefits to reflect cost increases so long as that increase does not exceed [insert percentage]% of the original amount or rates. Nothing in this subparagraph is intended to permit an alteration in the scope of work of the original Agreement in the renewal; or
 - c) To include the increase or decrease in work or change to amount, salaries, wages, or fringe benefits included in an amendment to the original Agreement, including SAFs, Funding Reduction Change Orders, Budget Revisions, or formal Amendments. The

increase or decrease of work shall be limited to deliverables established in the amendment. Nothing in this paragraph shall be read to permit the scope of work of the Agreement to be changed.

2. The Department is not obligated to increase the amount of the award.
3. Any renewal terms are subject to the other provisions of this Agreement, and the availability of funds.

Renewals are not applicable to this Agreement

II. **AGREEMENT AMOUNT**

Subject to the availability of funds, whether state or Federal, and the other terms and conditions of this Agreement, the Department will make payments in accordance with the Agreement payment provisions, Appendix B and the Agreement Budget, Appendix C, up to the maximum Agreement amount of \$560,823.00.

III. **FUNDING SOURCE(S)**

Pursuant to Management Directive 305.21, *Payments to Local Governments and Other Subrecipients*, the Department must identify the amounts of Federal and state funding it provides to Providers. This identification follows and includes the breakdown of Federal and state dollars provided and the related Federal and state financial assistance program name and number:

100% CFDA No. 93.136, DHHS/CDC, Overdose Data to Action (OD2A) (CDC-RFA-CE-19-1904), FAIN No. NU17CE924973

IV. **WORK STATEMENT**

The Provider shall provide program activities and related services as specified in Appendix A, Work Statement, and its Attachment(s), if any.

V. **APPENDICES AND ATTACHMENTS**

The following Appendices and Attachments are incorporated into and made part of this Agreement and the parties agree to be bound by these Appendices and Attachments:

- A. **Appendix A - Work Statement**
- B. **Appendix B – Payment Provisions (Rev. 5/12) and its Attachment 1** - A downloadable format of Attachment 1 is available at the following Internet address: <http://www.health.pa.gov/vendors>.
- C. **Appendix C – Budget**
- D. **Appendix D – Program Specific Provisions**

VI. **INCORPORATED DOCUMENTS**

Provider acknowledges having reviewed a copy of the following documents, which are available at <http://www.health.pa.gov/vendors>. These documents are incorporated by reference into and made a part of this Agreement:

- A. **Audit Requirements (Rev. 7/13)**
- B. **Commonwealth Travel and Subsistence Rates (Rev. 4/12)**
- C. **Federal Lobbying Certification and Disclosure (Rev. 12/05)**
- D. **Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 4/12)**

E. Pro-Children Act of 1994 (Rev. 12/05)**F. Terms and Conditions**

Standard General Terms and Conditions (Rev. 2/15)

Standard Contract Terms and Conditions - Paper Contract (Rev. 03/03/2015)

Paragraph 18 (Payment) of these Standard Contract Terms and Conditions is superseded by the terms of Appendix B, Payment Provisions (Rev.5/12).

Additional Contract Terms and Conditions (Rev. 3/15)

G. Block Grant Provisions (Rev. 12/05)

Maternal and Child Health Block Grant Provisions

Preventive Health and Health Services Block Grant Provisions

Block Grant Provisions are not applicable to this agreement

H. HIPAA Business Associate Agreement and Attachment 1 (Rev. 5/13)

The HIPAA Business Associate Agreement is applicable to this agreement

The HIPAA Business Associate Agreement is not applicable to this agreement

VII. ADDITION OF SUBSEQUENTLY AVAILABLE FUNDS

If, during the term of this Agreement, additional funds become available to provide additional or expanded services or activities under the scope of this Agreement, the Department may advise Provider, in writing, of the availability and purpose of such funds. The Department also will inform Provider of any additional conditions or requirements of the additional funds. Provider hereby agrees to accept the funds for the stated purpose and agrees to use the additional funds as stated by the Department. Provider shall provide the Department with a written work statement detailing the manner in which Provider will use the additional funds in accordance with the stated requirements. Provider shall provide the Department with a detailed revised overall Agreement Budget showing the current budget, the budget for the additional funds and a revised total Budget. The Department may choose to provide Provider with a Budget format on which to submit the revised Budget information. The additional funds, and the new Budget, shall be subject to the terms and conditions of the initial Agreement, as well as to any additional conditions and requirements of the additional funds. Provider's work statement, revised Budget and any new conditions or requirements of the additional funds shall be incorporated into and become a part of this document by reference. To be effective, documentation describing the additional funds and any additional conditions or requirements shall be signed by the Department and the Agency Comptroller.

This paragraph, 'Addition of Subsequently Available Funds' is not applicable to this Agreement

VIII. DECREASE IN FUNDING

If the Department determines that the Provider is unable to spend the funding included in this Agreement in a timely manner and that the Provider is therefore unable to fully carry out the work required under the Agreement in the timeframe required by the Agreement, the Department reserves the right to decrease funding to the Provider from any Budget year set out in Appendix C of this Agreement by prior written notice signed by the Department and the Comptroller. The decrease in funding shall be reflected by a revised Budget and if necessary, shall also include a revised Work Statement showing any reduction in work resulting from the decrease in funding. The decision to decrease funding is solely within the discretion of the Department.

IX. MEANING OF TERMS "CONTRACT" AND "CONTRACTOR"

The parties understand that the use of the terms "Contract" and "Contractor" throughout this Agreement shall mean "Agreement" and "Provider" respectively.

X. FINAL AGREEMENT APPROVAL

This Agreement shall not be legally binding until all signatories, including those signing their approvals for form and legality, have signed the Agreement and the Commonwealth provides a fully signed copy to the Provider.

SAP# 4100085402

Appendix A

WORK STATEMENT

I. Tasks and Timelines

- A. By March 31, 2020, the Provider shall hire a coordinator for activities and subcontracts associated with this Grant Agreement.
- B. By June 30, 2020, the Provider shall recruit local stakeholders to serve on an Overdose Fatality Review Team (OFR) and at a minimum convene these members quarterly throughout the term of this Grant Agreement. The Provider shall recruit, at minimum, a coordinator, chair, and representatives from behavioral health, criminal justice, emergency medical services, healthcare, public health, and social services.
 - i. By June 30, 2020, the Provider, through subcontract services, shall provide the collection, data management, and dissemination of data.
 - ii. By Aug. 31, 2021, the OFR shall identify a minimum of two overdose prevention strategies based on findings from the OFR.
- C. By Sept. 30, 2020, the Provider shall recruit local stakeholders to develop and pilot a Naloxone Reversal Review (NRR) Team to coordinate collection of data, identification of Naloxone uses in York County, and identify barriers to rescue and access to treatment for individuals with substance use disorder (SUD), and convene these members quarterly throughout the term of this Grant Agreement.
 - i. By March 30, 2021, the Provider shall develop a data sharing process for NRR team members to submit their agency's non-identifying data about Naloxone uses to the NRR for the purposes of analysis. The Provider shall be responsible for housing, sharing, and supporting all data necessary for the NRR.
 - ii. By Aug. 31, 2022, the NRR team shall identify a minimum of two overdose prevention, opioid misuse, and substance abuse prevention strategies.
- D. By March 31, 2020, the Provider through subcontract services shall develop community-wide overdose, opioid misuse, and substance abuse prevention strategies.
 - i. By May 31, 2020, the Provider through a subcontractor shall recruit a minimum of five stakeholders to serve on the OFR and NRR based on community role, as described in Paragraph I(B) and I(C).
 - ii. The Provider through a subcontractor shall conduct a minimum of two prescriber education activities per calendar year quarter, as described in Paragraph I(G).
 - iii. By June 30, 2020, the Provider through a subcontractor shall assess knowledge and stigma with a minimum of two target populations in implementing overdose, opioid misuse, and substance abuse prevention public awareness strategies, as described in Paragraph I(E)i.
 - iv. By Dec. 31, 2020, the Provider through a subcontractor shall identify best practices in implementing overdose, opioid misuse, and substance abuse prevention strategies, as described in Paragraph I(E)ii.
- E. Throughout the term of this Grant Agreement, the Provider shall develop a community-wide approach to address overdoses in York County by engaging stakeholders through subcontractor(s) and other community partners to identify, implement, and evaluate overdose, opioid misuse, and substance abuse prevention strategies.
 - i. By Aug. 31, 2021, the Provider shall implement a minimum of two overdose prevention, opioid misuse, and substance abuse prevention public awareness strategies.

1. By April 15, 2020, the Provider shall subcontract for awareness campaign and outreach services which may include development of campaign materials and messaging, technical assistance for implementation, and evaluation of the effectiveness.
 - ii. By Aug. 31, 2021, the Provider shall implement a minimum of two community-based overdose prevention, opioid misuse, and substance abuse prevention strategies.
 1. By March 31, 2020, the Provider shall subcontract for education and prevention services which may include identification and development of evidence-based education, overdose prevention, and youth prevention programs related to substance abuse and identification and implementation of culturally relevant and feasible evidence-based strategies related to substance abuse education and overdose prevention.
- F. Throughout the term of this Grant Agreement, the Provider shall analyze overdose-related data collected in I(B) and I(C) and disseminate analysis findings and recommended overdose prevention strategies identified by their subcontractor(s), OFR, and NRR team members to key York County stakeholders working to prevent or respond to overdoses, including health care organizations, public health organizations and coalitions, first responders, law enforcement organizations, public officials, city council members, legislative committees and agencies, non-governmental organizations and groups that work with people in recovery, overdose prevention programs, drug treatment providers.
- G. Throughout the term of this Grant Agreement, the Provider shall conduct prescribing education in York County.
- i. The Provider shall utilize state, regionally, and locally prepared materials to conduct in-person education sessions on safe and effective prescribing with prescribers in York County. The Department will provide state education materials to the Provider.
 - ii. The Provider shall not impose a fee to participants of education sessions.
 - iii. The Provider shall prioritize prescribers for receiving education, but may conduct education with any interested prescriber in York County. The Provider shall enter into a data use agreement (DUA) with the Department specifying the dissemination and approved use of data generated by the Department. The Department will not provide any data prior to the complete execution of the DUA. The Department will provide a list of Department-identified prescribers in York County to the Provider, according to the following schedule,
 1. Data provided by Feb. 28, 2020 based on controlled substance prescribing from July 1, 2019 to Sept. 30, 2019.
 2. Data provided by April 1, 2020 based on controlled substance prescribing Oct. 1, 2019 to Dec. 31, 2019.
 3. Data provided by July 1, 2020 based on controlled substance prescribing from Jan. 1, 2020 to March 31, 2020.
 4. Data provided by Oct. 1, 2020 based on controlled substance prescribing from April 1, 2020 to June 30, 2020.
 5. Data provided by Jan. 1, 2021 based on controlled substance prescribing from July 1, 2020 to Sept. 30, 2020.
 6. Data provided by April 1, 2021 based on controlled substance prescribing from Oct. 1, 2020 to Dec. 31, 2020.
 7. Data provided by July 1, 2021 based on controlled substance prescribing from Jan. 1, 2021 to March 31, 2021.
 8. Data provided by Oct. 1, 2021 based on controlled substance prescribing from April 1, 2021 to June 30, 2021.
 9. Data provided by Jan. 1, 2022 based on controlled substance prescribing from July 1, 2021 to Sept. 30, 2021.
 10. Data provided by April 1, 2022 for controlled substance prescribing from Oct. 1, 2021 to Dec. 31, 2021.

11. Data provided by July 1, 2022 for controlled substance prescribing from Jan. 1, 2022 to March 31, 2022.
 - iv. The Provider shall participate in the process to evaluate education sessions by disseminating and collecting Department-provided evaluation tools. Evaluation tools shall be transmitted electronically or by mail by the Provider to the Department within five business days of the completion of each education session.
 - v. The Provider shall participate in the process to award Continuing Medical Education (CME) to education session participants by providing attendees with a Department-provided certificate of attendance and by providing a CME report to the Department within five business days of the completion of each education session. The CME report must include, at a minimum:
 1. Date, time, and location of education session; and
 2. Participant name, email address, home zip code, date of birth, credentials, identifying provider number (license number, National Provider Identifier (NPI) number, or Drug Enforcement Administration registration (DEA) number).
 - vi. The Provider shall submit to the Department a cumulative monthly education report on the last business day of the month containing, at minimum:
 1. Date, time, and location of education session; and
 2. Participant name, email address, home zip code, date of birth, credentials, identifying provider number (license number, NPI number, or DEA number).
 - vii. The Provider shall submit annual education reports in writing to the Department, which shall include, at a minimum:
 1. Total number of completed education sessions;
 2. Total number of unique participants; and
 3. A brief narrative summary of the education sessions including successes achieved, challenges and barriers encountered, and recommendations for the Department for future education initiatives.
 - viii. Reports shall be submitted according to the following schedule:
 1. Education sessions for the period of Sept. 1, 2019 to Aug. 31, 2020. Report due Nov. 1, 2020.
 2. Education sessions for the period of Sept. 1, 2020 to Aug. 31, 2021. Report due Nov. 1, 2021.
 3. Education sessions for the period of Sept. 1, 2021 to July 31, 2022. Report due Aug. 31, 2022.
 - ix. The Department will supply reporting templates to the Provider
- H. Three Provider staff shall attend the 2020 Rx Drug Abuse & Heroin Summit in Nashville, Tennessee, and a minimum of one Provider staff shall attend the 2021 and 2022 Rx Drug Abuse & Heroin Summit, location to be determined.

II. Reporting Requirements

- A. The Provider shall participate in Department-organized monthly conference calls.
- B. The Provider shall submit annual reports in writing to the Department, according to the following schedule:
 - i. Grant Agreement activities for the period of Sept. 1, 2019 to Aug. 31, 2020. Report due Nov. 1, 2020.
 - ii. Grant Agreement activities for the period of Sept. 1, 2020 to Aug. 31, 2021. Report due Nov. 1, 2021.
 - iii. Grant Agreement activities for the period of Sept. 1, 2021 to July 31, 2022. Report due Aug. 31, 2022.
 - iv. The annual reports shall include, at a minimum:
 1. Progress of overdose, opioid misuse, and substance abuse prevention strategies I(D).

2. Progress of OFR I(B), including a list of stakeholders engaged in the meetings, number of cases reviewed, overdose death data analysis, and any recommendations developed by the OFR from analysis of overdose deaths.
3. Progress of NRR I(C), including a list of stakeholders engaged in the meetings, number of cases reviewed, and any identified barriers to rescue and access treatment for individuals with SUD.
4. Progress of education initiatives listed in I(F), including number of education sessions scheduled, number of education sessions completed, and barriers or feedback regarding education sessions.

SAP # 4100085402**Appendix B****PAYMENT PROVISIONS**

The Department agrees to pay the Contractor for services rendered pursuant to this Contract as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract.
- B. This Contract may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Contract.
- C. Payment to the Contractor shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
 - 1. The Department shall have the right to disapprove any expenditure made by the Contractor that is not in accordance with the terms of this Contract and adjust any payment to the Contractor accordingly.
 - 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Contract using the invoice format in Attachment 1 to this Appendix.
 - 3. An original invoice shall be sent by the Contractor directly to the address as listed in Attachment 1 to this Appendix. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer.
 - 4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to the following criteria:
 - a. General Conditions for Budget Revisions
 - i. *Budget Revisions At or Exceeding 20%.*
 - A. The Contractor shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Contract per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
 - B. The Contractor shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Contract per budget year.
 - C. Reallocations at or exceeding 20% of the total amount of the Contract per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.
 - ii. *Budget Revisions Under 20%.* The Contractor shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Contract per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.
 - iii. The Contractor shall obtain written approval from the Department's Project Officer prior to

reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.

- iv. The Contractor shall provide the Department's Project Officer with notice or make a request for approval prior to the submission of the next invoice based on these changes.
 - v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.
- b. Budget Revisions Relating to Personnel
- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
 - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase staff personnel or fringe benefit line items unless one of the following circumstances apply:
 - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
 - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase rates and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position at the existing rates. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to a position may exceed 10% of the original rate.
 - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to increase rates and reallocation of funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area. No increase relating to an addition or change may exceed 10% of the rate for the original position.
 - iii. The Department's determination regarding the validity of any justification is final.
 - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
 - v. This paragraph is not intended to restrict any employee from receiving an increase in salary based on the employer's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time requirements in this paragraph unless the Department agrees to an extension of these requirements in writing. The

Contractor shall be reimbursed only for services acceptable to the Department.

6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract have been performed or delivered in a manner acceptable to the Department.
7. The Commonwealth will make payments through the Automated Clearing House (ACH) Network. The Pennsylvania Electronic Payment Program (PEPP) establishes the Automated Clearing House Network as the preferred method of payment in lieu of issuing checks. The PEPP enrollment form may be obtained at: www.vendorregistration.state.pa.us/cvmu/paper/Forms/ACH-EFTenrollmentform.pdf and can be completed online, as applicable.
 - a. Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). At the time of submitting ACH information, the Contractor will also be able to enroll to receive remittances via electronic addenda. Within 10 days of award of the Grant Agreement, the Contractor must submit or must have already submitted its ACH information and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.
 - b. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted.
 - c. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Central Vendor Master File (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
 - d. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.

INVOICE

67PDMP

PO Box 69183

Harrisburg, PA 17106

Payee Name and Address York City Bureau of Health PO Box 509 York, PA 17405-0509	Date
	Current Billing Period

SAP Vendor Number 138884-010	Invoice Number
Telephone Number 717-849-2299	SAP Document Number 4100085402

Category	Budget Amount	Expenditures to Date for Prior Periods	Balance to Date from Prior Periods	Invoice Amount for Current Period	Cumulative Expenditures through Current Period	Action Amount (Tolerance Exceeded) (1)
I. Personnel Services			0.00		0.00	0.00
II. Consultant Services			0.00		0.00	0.00
III. Subcontract Services			0.00		0.00	0.00
IV. Patient Services			0.00		0.00	0.00
V. Equipment			0.00		0.00	0.00
VI. Supplies			0.00		0.00	0.00
VII. Travel			0.00		0.00	0.00
VIII. Other Costs			0.00		0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00

Contractor's Authorized Signature

Date

(1) The Action Amount is the amount at which action is required, either a budget revision or written approval. Please refer to the payment provisions within the contractual document for allowability of reallocating funds between budget categories.

Appendix C

OVERALL BUDGET SUMMARY

York City Bureau of Health

SAP #4100085402

09/01/2019 to 08/31/2022

CATEGORIES	Original Budget	Amendment (If Applicable)	Total Budget
I. PERSONNEL SERVICES	338,718.12	-	338,718.12
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	116,699.27	-	116,699.27
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	13,126.88	-	13,126.88
VII. TRAVEL	13,638.40	-	13,638.40
VIII. OTHER COSTS	78,640.33	-	78,640.33
TOTAL	560,823.00	-	560,823.00

Appendix C

BUDGET SUMMARY

York City Bureau of Health

SAP #4100085402

09/1/2019 to 6/30/2020

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
I. PERSONNEL SERVICES	63,465.07	-	63,465.07
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	50,114.39	-	50,114.39
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	10,000.00	-	10,000.00
VII. TRAVEL	6,858.40	-	6,858.40
VIII. OTHER COSTS	25,346.14	-	25,346.14
TOTAL	155,784.00	-	155,784.00

Appendix C
 York City Bureau of Health
 SAP #4100085402
 09/1/2019 to 6/30/2020

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 9/1/2019-6/30/2020	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	

I. PERSONNEL SERVICES

A. Staff Personnel	Hourly Rate	Number of Hours						
Public Health Program Manager	29.40	520.00	15,288.00					15,288.00
Community Health Specialist #1	21.33	1,040.00	22,183.20					22,183.20
Community Health Specialist #2	20.81	260.00	5,410.60					5,410.60
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Sub-Total			42,881.80	-	-	-	-	42,881.80

Appendix C
York City Bureau of Health
SAP #4100085402
09/1/2019 to 6/30/2020

Categories			Original Budget	Original Budget	Original Budget	Original Budget	Amendment	Total Budget
			Y19167000100 9/1/2019-6/30/2020	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
B. Fringe Benefits								
	Salary	Rate						
Public Health Program Manager	15,288.00	48.00%	7,338.24					7,338.24
Community Health Specialist #1	22,183.20	48.00%	10,647.94					10,647.94
Community Health Specialist #2	5,410.60	48.00%	2,597.09					2,597.09
	-							-
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	-							-
	-							-
Specify the benefits included in this rate: FICA, Health, Dental, Vision and Life Insurances, Workmen's Compensation, Pension, Public Official Insurance								
Sub-Total			20,583.27	-	-	-	-	20,583.27
Total			63,465.07	-	-	-	-	63,465.07

Appendix C
York City Bureau of Health
SAP #4100085402
09/1/2019 to 6/30/2020

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment	Total Budget
	Y19167000100 9/1/2019-6/30/2020	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	Type & Number (Enter Funding Source)	
II. CONSULTANT SERVICES						
Consultants	Hourly Rate	Number of Hours				
						-
						-
						-
						-
						-
						-
						-
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						-
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						-
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						-
						-
						-
						-
						-
						-
Total			-	-	-	-

III. SUBCONTRACT SERVICES						
Data collection, management and dissemination	12,000.00					12,000.00
Collaborative strategy development	10,000.00					10,000.00
Education and Prevention Services	10,000.00					10,000.00
Awareness Campaign and Outreach Services	18,114.39					18,114.39
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	50,114.39	-	-	-	-	50,114.39

Appendix C
York City Bureau of Health
SAP #4100085402
09/1/2019 to 6/30/2020

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 9/1/2019-6/30/2020	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
VI. SUPPLIES						
Office supplies	5,000.00					5,000.00
Education and overdose prevention program supplies	5,000.00					5,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	10,000.00	-	-	-	-	10,000.00
VII. TRAVEL						
Mileage	1,451.00					1,451.00
Airfare	1,500.00					1,500.00
Lodging	3,077.40					3,077.40
Sustenance	500.00					500.00
Parking/Tolls	180.00					180.00
Ground Transportation	150.00					150.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	6,858.40	-	-	-	-	6,858.40

Appendix C
York City Bureau of Health
SAP #4100085402
09/1/2019 to 6/30/2020

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 9/1/2019-6/30/2020	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
VIII. OTHER COSTS						
Administration Expenses	2,550.00					2,550.00
Rent	2,084.96					2,084.96
Rx Summit Conference Dues	2,049.00					2,049.00
Prescriber education expenses	4,500.00					4,500.00
Indirect Costs (up to 10% of total costs minus indirect costs)	14,162.18					14,162.18
						-
						-
						-
						-
						-
						-
						-
						-
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						-
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						-
						-
						-
Total	<u>25,346.14</u>	-	-	-	-	<u>25,346.14</u>
TOTAL	<u>155,784.00</u>	-	-	-	-	<u>155,784.00</u>

Appendix C

BUDGET SUMMARY

York City Bureau of Health

SAP #4100085402

7/1/2020 to 6/30/2021

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
I. PERSONNEL SERVICES	126,224.53	-	126,224.53
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	31,500.35	-	31,500.35
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	1,260.01	-	1,260.01
VII. TRAVEL	2,950.00	-	2,950.00
VIII. OTHER COSTS	25,006.11	-	25,006.11
TOTAL	186,941.00	-	186,941.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2020 to 6/30/2021

Categories			Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget	
	Salary	Rate	Y19167000100 7/1/2020-8/31/2020	Y20167000100 9/1/2020-6/30/2021	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)		
B. Fringe Benefits									
7/1/20 - 8/31/20	-							-	
Public Health Program Manager	5,292.00	48.00%	2,540.16					2,540.16	
Community Health Specialist (#1)	2,081.00	48.00%	998.88					998.88	
Community Health Specialist (#2)	8,492.00	48.00%	4,076.16					4,076.16	
9/1/20 - 12/31/20	-							-	
Public Health Program Manager	8,467.20	48.00%		4,064.26				4,064.26	
Community Health Specialist (#1)	3,745.80	48.00%		1,797.98				1,797.98	
Community Health Specialist (#2)	15,285.60	48.00%		7,337.09				7,337.09	
1/1/21 - 6/30/21	-							-	
Public Health Program Manager	14,100.84	48.00%		6,768.40				6,768.40	
Community Health Specialist (#1)	5,119.20	48.00%		2,457.22				2,457.22	
Community Health Specialist (#2)	22,703.20	48.00%		10,897.54				10,897.54	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
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	-							-	
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	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
	-							-	
Specify the benefits included in this rate:									
FICA, Health, Dental, Vision and Life Insurances, Workmen's									
Compensation, Pension, Public Official Insurance									
			Sub-Total	7,615.20	33,322.49	-	-	-	40,937.69
			Total	23,480.20	102,744.33	-	-	-	126,224.53

Appendix C
 York City Bureau of Health
 SAP #4100085402
 7/1/2020 to 6/30/2021

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 7/1/2020-8/31/2020	Y20167000100 9/1/2020-6/30/2021	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	

II. CONSULTANT SERVICES

Consultants	Hourly Rate	Number of Hours						
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
Total			-	-	-	-	-	-

III. SUBCONTRACT SERVICES

Data collection, management and dissemination		20,000.00					20,000.00
Collaborative strategy development		5,000.00					5,000.00
Education/Awareness and Outreach Services	4,000.35	2,500.00					6,500.35
							-
							-
							-
							-
							-
							-
							-
							-
Total		4,000.35	27,500.00	-	-	-	31,500.35

Appendix C
 York City Bureau of Health
 SAP #4100085402
 7/1/2020 to 6/30/2021

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 7/1/2020-8/31/2020	Y20167000100 9/1/2020-6/30/2021	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
IV. PATIENT SERVICES						
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	-	-	-	-	-	-

V. EQUIPMENT

	<u>Quantity</u>	<u>Unit Cost</u>						
								-
								-
								-
								-
								-
								-
								-
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								-
								-
								-
Total			-	-	-	-	-	-

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2020 to 6/30/2021

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y19167000100 7/1/2020-8/31/2020	Y20167000100 9/1/2020-6/30/2021	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
VI. SUPPLIES						
Office supplies		300.00				300.00
Education and overdose prevention program supplies		960.01				960.01
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	-	1,260.01	-	-	-	1,260.01
VII. TRAVEL						
Mileage	150.00	750.00				900.00
Airfare		450.00				450.00
Lodging		1,000.00				1,000.00
Sustenance		300.00				300.00
Parking/Tolls		150.00				150.00
Ground Transportation		150.00				150.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	150.00	2,800.00	-	-	-	2,950.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2020 to 6/30/2021

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment	Total Budget
	Y19167000100 7/1/2020-8/31/2020	Y20167000100 9/1/2020-6/30/2021	(Enter Funding Source)	(Enter Funding Source)	Type & Number (Enter Funding Source)	
VIII. OTHER COSTS						
Administration Expenses		697.48				697.48
Software/data integration support/ maintenance		2,000.00				2,000.00
Rx Summit Conferences Dues		850.00				850.00
Rent	694.00	3,470.00				4,164.00
Prescriber education expenses		300.00				300.00
Indirect Costs (up to 10% of total costs minus indirect costs)	2,832.45	14,162.18				16,994.63
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
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						-
						-
Total	<u>3,526.45</u>	<u>21,479.66</u>	-	-	-	<u>25,006.11</u>
TOTAL	<u>31,157.00</u>	<u>155,784.00</u>	-	-	-	<u>186,941.00</u>

Appendix C

BUDGET SUMMARY

York City Bureau of Health

SAP #4100085402

7/1/2021 to 6/30/2022

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
I. PERSONNEL SERVICES	125,012.27	-	125,012.27
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	32,084.53	-	32,084.53
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	1,752.57	-	1,752.57
VII. TRAVEL	3,590.00	-	3,590.00
VIII. OTHER COSTS	24,501.63	-	24,501.63
TOTAL	186,941.00	-	186,941.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2021 to 6/30/2022

Categories		Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number <small>(Enter Funding Source)</small>	Total Budget	
		Y20167000100 <small>7/1/2021-8/31/2021</small>	Y21167000100 <small>9/1/2021-6/30/2022</small>					
I. PERSONNEL SERVICES								
A. Staff Personnel	Hourly	Number						
	<u>Rate</u>	<u>of Hours</u>						
7/1/21 - 8/31/21							-	
Public Health Program Manager	30.13	180.00	5,423.40				5,423.40	
Community Health Specialist (#1)	21.33	100.00	2,133.00				2,133.00	
Community Health Specialist (#2)	21.76	400.00	8,704.00				8,704.00	
9/1/21 - 12/31/21							-	
Public Health Program Manager	30.13	288.00		8,677.44			8,677.44	
Community Health Specialist (#1)	21.33	160.00		3,412.80			3,412.80	
Community Health Specialist (#2)	21.76	640.00		13,926.40			13,926.40	
1/1/22 - 6/30/22							-	
Public Health Program Manager	30.88	468.00		14,451.84			14,451.84	
Community Health Specialist (#1)	21.86	208.00		4,546.88			4,546.88	
Community Health Specialist (#2)	22.30	1,040.00		23,192.00			23,192.00	
							-	
							-	
							-	
							-	
							-	
							-	
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							-	
Sub-Total			16,260.40	68,207.36	-	-	-	84,467.76

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2021 to 6/30/2022

Categories			Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget	
			Y20167000100 7/1/2021-8/31/2021	Y21167000100 9/1/2021-6/30/2022			(Enter Funding Source)		
B. Fringe Benefits									
	Salary	Rate							
7/1/21 - 8/31/21	-							-	
Public Health Program Manager	5,423.40	48.00%	2,603.23					2,603.23	
Community Health Specialist (#1)	2,133.00	48.00%	1,023.84					1,023.84	
Community Health Specialist (#2)	8,704.00	48.00%	4,177.92					4,177.92	
9/1/21 - 12/31/21	-							-	
Public Health Program Manager	8,677.44	48.00%		4,165.17				4,165.17	
Community Health Specialist (#1)	3,412.80	48.00%		1,638.14				1,638.14	
Community Health Specialist (#2)	13,926.40	48.00%		6,684.67				6,684.67	
1/1/22 - 6/30/22	-							-	
Public Health Program Manager	14,451.84	48.00%		6,936.88				6,936.88	
Community Health Specialist (#1)	4,546.88	48.00%		2,182.50				2,182.50	
Community Health Specialist (#2)	23,192.00	48.00%		11,132.16				11,132.16	
	-							-	
	-							-	
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	-							-	
	-							-	
	-							-	
	-							-	
Specify the benefits included in this rate: FICA, Health, Dental, Vision and Life Insurances, Workmen's Compensation, Pension, Public Official Insurance									
			Sub-Total	7,804.99	32,739.52	-	-	-	40,544.51
			Total	24,065.39	100,946.88	-	-	-	125,012.27

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2021 to 6/30/2022

Categories	Original Budget Y20167000100 7/1/2021-8/31/2021	Original Budget Y21167000100 9/1/2021-6/30/2022	Original Budget	Original Budget	Amendment Type & Number (Enter Funding Source)	Total Budget
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II. CONSULTANT SERVICES

Consultants	Hourly Rate	Number of Hours					
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total			-	-	-	-	-

III. SUBCONTRACT SERVICES

Data collection, management and dissemination		20,000.00				20,000.00
Collaborative strategy development		5,000.00				5,000.00
Education/Awareness and Outreach Services	3,366.16	3,718.37				7,084.53
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	3,366.16	28,718.37	-	-	-	32,084.53

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2021 to 6/30/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number <small>(Enter Funding Source)</small>	Total Budget
	Y20167000100 7/1/2021-8/31/2021	Y21167000100 9/1/2021-6/30/2022				
VI. SUPPLIES						
Office supplies		500.00				500.00
Education and overdose prevention program supplies		1,252.57				1,252.57
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	-	1,752.57	-	-	-	1,752.57
VII. TRAVEL						
Mileage	200.00	1,000.00				1,200.00
Airfare		650.00				650.00
Lodging		1,200.00				1,200.00
Sustenance		240.00				240.00
Parking/Tolls		150.00				150.00
Ground Transportation		150.00				150.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	200.00	3,390.00	-	-	-	3,590.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2021 to 6/30/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment	Total Budget
	Y20167000100 7/1/2021-8/31/2021	Y21167000100 9/1/2021-6/30/2022			Type & Number (Enter Funding Source)	
VIII. OTHER COSTS						
Administration Expenses		800.00				800.00
Software / Data integration/ Maintenance		500.00				500.00
Rx Summit Conferences Dues		850.00				850.00
Rent	694.00	4,164.00				4,858.00
Prescriber education expenses		500.00				500.00
Indirect Costs (up to 10% of total costs minus indirect costs)	2,831.45	14,162.18				16,993.63
						-
						-
						-
						-
						-
						-
						-
						-
						-
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						-
						-
						-
						-
						-
Total	3,525.45	20,976.18	-	-	-	24,501.63
TOTAL	31,157.00	155,784.00	-	-	-	186,941.00

Appendix C

BUDGET SUMMARY

York City Bureau of Health

SAP #4100085402

7/1/2022 to 8/31/2022

CATEGORIES	Original Budget	Amendment Type & Number	Total Budget
I. PERSONNEL SERVICES	24,016.25	-	24,016.25
II. CONSULTANT SERVICES	-	-	-
III. SUBCONTRACT SERVICES	3,000.00	-	3,000.00
IV. PATIENT SERVICES	-	-	-
V. EQUIPMENT	-	-	-
VI. SUPPLIES	114.30	-	114.30
VII. TRAVEL	240.00	-	240.00
VIII. OTHER COSTS	3,786.45	-	3,786.45
TOTAL	31,157.00	-	31,157.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2022 to 8/31/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y21167000100 7/1/2022-8/31/2022	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
B. Fringe Benefits						
	Salary	Rate				
Public Health Program Manager	5,558.40	48.00%	2,668.03			2,668.03
Community Health Specialist (#1)	1,748.80	48.00%	839.42			839.42
Community Health Specialist (#2)	8,920.00	48.00%	4,281.60			4,281.60
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
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	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
	-					-
Specify the benefits included in this rate: FICA, Health, Dental, Vision and Life Insurances, Workmen's Compensation, Pension, Public Official Insurance						
	Sub-Total		7,789.05	-	-	7,789.05
	Total		24,016.25	-	-	24,016.25

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2022 to 8/31/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y21167000100 7/1/2022-8/31/2022	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	

II. CONSULTANT SERVICES

Consultants	Hourly Rate	Number of Hours					
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total			-	-	-	-	-

III. SUBCONTRACT SERVICES

Education/Awareness and Outreach Services	3,000.00					3,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total		3,000.00	-	-	-	3,000.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2022 to 8/31/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y21167000100 7/1/2022-8/31/2022	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
IV. PATIENT SERVICES						
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
	Total	-	-	-	-	-

V. EQUIPMENT						
	<u>Quantity</u>	<u>Unit Cost</u>				
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
			Total	-	-	-

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2022 to 8/31/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment	Total Budget
	Y21167000100 7/1/2022-8/31/2022	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	Type & Number (Enter Funding Source)	
VI. SUPPLIES						
Education and overdose prevention program supplies	114.30					114.30
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	114.30	-	-	-	-	114.30
VII. TRAVEL						
Mileage	200.00					200.00
Parking/Tolls	40.00					40.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	240.00	-	-	-	-	240.00

Appendix C
York City Bureau of Health
SAP #4100085402
7/1/2022 to 8/31/2022

Categories	Original Budget	Original Budget	Original Budget	Original Budget	Amendment Type & Number	Total Budget
	Y21167000100 7/1/2022-8/31/2022	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	(Enter Funding Source)	
VIII. OTHER COSTS						
Administration Expenses	954.00					954.00
Indirect Costs (up to 10% of total costs minus indirect costs)	2,832.45					2,832.45
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total	<u>3,786.45</u>	-	-	-	-	<u>3,786.45</u>
TOTAL	<u>31,157.00</u>	-	-	-	-	<u>31,157.00</u>

SAP# 4100085402

Appendix D

PROGRAM SPECIFIC PROVISIONS**I. NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE.**

The following language replaces Paragraph 35 of the Standard General Terms and Conditions (Rev. 2/15) Incorporated Document in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Grant Agreement or any subgrant Agreement, Contract, or subcontract, the Grantee, a subgrantee, a Contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable Federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. The Grantee, any subgrantee, Contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against or intimidate any of its employees.
- C. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, in the provision of services under the Grant Agreement, subgrant Agreement, Contract or subcontract.
- D. Neither the Grantee nor any subgrantee nor any Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
- E. The Grantee, any subgrantee, Contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the Grant services are performed shall satisfy this requirement for employees with an established work site.
- F. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable Federal laws, against any subgrantee, Contractor, subcontractor or supplier who is qualified to perform the work to which the Grant relates.
- G. The Grantee and each subgrantee, Contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable Federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, Contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as

amended, that have 100 or more employees and employers that have Federal government Contracts of first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any Contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

- H. The Grantee, any subgrantee, Contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant Agreement, Contract or subcontract so that those provisions applicable to subgrantees, Contractors or subcontractors will be binding upon each subgrantee, Contractor or subcontractor.
- I. The Granter's and each subgrantee's, Contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Grant Agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, Contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Grant Agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
- J. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

II. ADDITIONAL PROVISIONS RELATING TO NONDISCRIMINATION/SEXUAL HARASSMENT.

The following language replaces Paragraph 36 of the Standard General Terms and Conditions (Rev. 2/15) Incorporated Document in its entirety:

The Grantee agrees:

- A. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of religion, age, handicap or national origin, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
- B. Neither the Contractor nor any subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any of its employees on account of religion, age, handicap or national origin.
- C. The Grantee, any subgrantee, Contractor or any subcontractor shall not discriminate by reason of religion, age, handicap or national origin against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the contracts relates.
- D. The Contractor and any subcontractors shall ensure that any services or benefits available to the public or other third parties by way of this Contract shall not be denied or restricted for such persons due to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, handicap, or national origin (national origin protections include persons who are limited English proficient) consistent with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, The

Age Discrimination Act of 1975, applicable provisions of the Omnibus Reconciliation Act of 1981 and Pennsylvania Management Directive 215.16.

- E. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Diversity, Inclusion and Small Business Opportunities for purposes of investigation to ascertain compliance with the provisions of this Additional Provisions relating to Nondiscrimination/Sexual Harassment Clause. If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Diversity, Inclusion and Small Business Opportunities.
- F. The Commonwealth may cancel or terminate the Grant Agreement and all money due or to become due under the Grant Agreement may be forfeited for a violation of the terms and conditions of this Section II, Additional Provisions Relating To Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, Contractor, or subcontractor in the Contractor Responsibility File.

III. MINIMUM PERSONAL COMPUTER HARDWARE, SOFTWARE, AND PERIPHERALS REQUIREMENTS.

The following language replaces the Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 4/12) Incorporated Document in its entirety:

The Grantee agrees:

In accordance with the Department's Bureau of Informatics and Information Technology standards:

- A. The Contractor shall adhere to the minimum specifications for all personal Computer purchases or leases made with funds involved with this Contract. The Department's standards are specifically addressed in paragraph D below.
- B. If the Contractor has an exclusive vendor, obtained through a competitive bidding process, from whom all office equipment and related items are purchased, the Contractor shall utilize said vendor. If such exclusive vendor is not used by the Contractor, then three competitive price estimates shall be procured and documented by the Contractor before the personal computer hardware and software shall be purchased. A letter stating which of the above methods is used to satisfy this requirement shall be forwarded to the program staff at the Department within 30 days of the aforementioned purchase. This section supersedes Paragraph 37A of the incorporated document entitled, "Standard General Terms and Conditions" (Grant Agreement) or Paragraph 24A of the incorporated document entitled, "Additional Contract Terms and Conditions" (Contract Agreement).
- C. The Contractor shall be responsible for returning any personal computer hardware, software, and peripherals to the Department within 120 days of the Contract's termination. Should the parties agree to extend the Contract term, or enter into a new Contract, either of which shall only be evidenced by further written agreement, the Contractor may be allowed to continue to maintain possession of said equipment at the Department's discretion.
- D. The parties agree that during the Contract term, the minimum computer configurations shall be in accordance with the current Commonwealth minimum personal computer configurations in effect at the time of the computer purchase to ensure compatibility with the Commonwealth network. The minimum personal computer configurations are as follows:

Intel Core i7-7700 Processor (8M Cache, up to 4.20 GHz)
8 Gigabytes (GB) of RAM
256 Gigabytes (GB) Solid State Drive
23" FP Monitor
Intel Gigabit LAN 10/100/1000 Network Interface Card (NIC)
USB Windows keyboard
USB Optical mouse
Sound bar
Windows 10
64-bit Operating System

- E. Contractor shall use Industry Best Practices to secure and protect personal computer systems including but not limited to the use of virus protection, firewall, spyware and intrusion detection software and keep such software up to date with current recommended updates.
- F. Contractor shall keep all Personal Computer Operating Systems and third (3rd) Party Personal Computer Software patched with manufacturer recommended critical security patches.
- G. Contractor shall use Industry Best Practices to backup, secure and protect all data collected on personal computer systems on behalf of the Commonwealth. Contractor shall ensure that for all confidential or protected data that the Commonwealth requirements for encryption of data are met. Refer to Commonwealth Information Technology Bulletins for Security at:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

- H. Personal Computers under this Contract that connect with Commonwealth Information Technology systems or that may during their lifecycles connect with those systems must comply with applicable standards published by the Commonwealth in their Information Technology Bulletins (ITBs) which can be found at the following location:

<https://itcentral.pa.gov/Pages/IT-Policies.aspx>

If there is a need to deviate from these standards/policies, Contractor seeking a waiver must contact the Project Officer.