



**INTERGOVERNMENTAL AGREEMENT (IGA)
AMENDMENT
ATTACHMENT C**

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**

1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax

Contract No: **ADHS12-007884**

Amendment No. **6**

**Procurement Officer:
Lorraine Ball-Schwarzwald**

**Ebola and Infectious Disease Preparedness and Response
Sub-Awardee Requirements and Deliverables**

Effective: April 1, 2015

1. INTRODUCTION

- 1.1. The threat of the EVD is a top national public health priority. This supplemental PHEP grant will support and improve Arizona's preparedness capabilities to ensure operational readiness, effective health response efforts and continued collaboration within Arizona's healthcare system.
- 1.2. PHEP developed this Sub-Awardees Requirements and Deliverables document based on information and guidance set forth by the Center for Disease Control (CDC).
- 1.3. This Attachment outlines the requirements of the supplemental grant and provides guidance for successful achievement of the expected goals, objectives and outcomes.
- 1.4. Measuring the successful accomplishment of the deliverables and requirement will require frequent communication and established reporting practices.

2. PROGRAM REQUIREMENTS for Ebola and Infectious Disease Supplemental Grant: The Contractor shall adhere to all federal and State grant requirements:

2.1. FINANCIAL REQUIREMENTS

2.1.1. Budget Allocation

- 2.1.1.1. The Contractor shall complete the Budget Tool and Work Plan provided by ADHS and return to ADHS for review and approval no later than **March 27, 2015**. ADHS will not release funding until the Work Plan and Budget Tool has been submitted and approved.
- 2.1.1.2. All activities and procurements funded through this grant must align with the budget tool and work plan designed to ensure the successful accomplishment of the goals and objectives outlined in this Attachment.
 - 2.1.1.2.1. Any items and/or activities that are not specifically identified within the budget tool require prior approval by ADHS before the funds are spent on those activities or items.
- 2.1.1.3. Applicable Office of Management and Budget (OMB) Circulars and Cost Principles must be followed when developing the budget and throughout the period of performance.

2.1.2. Grant Activity Oversight

2.1.2.1. A Coordinator shall identified and:

- 2.1.2.1.1. Will be the main point of contact for ADHS;
- 2.1.2.1.2. Will work closely with ADHS to ensure all deliverables and requirements are met; and



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2.1.2.1.3. Will direct all activities related to on-site monitoring visits, requested by ADHS.

2.1.3. Performance

2.1.3.1. Failure to meet the sub-awardee program requirements, deliverables and performance measures described in this Attachment may result in the reimbursement of funds back to ADHS by the sub-awardee.

2.1.3.2. At the end of the performance period, August 30, 2016, any unexpended funds that were awarded to sub-awardees for approved activities, are subject to be returned to ADHS.

2.2. EMERGENCY OPERATION PARTICIPATION

2.2.1. The Contractor shall participate in all emergency management ADHS sponsored joint exercises, trainings, table-top exercises or other activities.

2.2.2. The Contractor shall maintain documentation of all collaborative efforts with local, tribal and state emergency management partners and provide documentation to ADHS upon request.

2.3. REPORTING

2.3.1. The Contractor shall report progress on deliverables, performance measures and activities funded through this grant in a timely manner, to ensure ADHS has adequate time to compile the information and submit to the CDC to meet required reporting timeframes.

2.3.2. Progress Report

2.3.2.1. ADHS will distribute a Progress Report template in advance of the semi-annual due date.

2.3.2.2. ADHS will provide the CDC Performance Measures templates (if applicable) in advance of the semi-annual due date.

2.3.3. Final Performance Period Report

2.3.3.1. ADHS will distribute a Final Performance Period Report template in advance of the semi-annual due date.

2.3.4. The Contractor shall submit an AAR/IP within forty-five (45) days of exercise(s).

3. **DELIVERABLES:**

The activities listed below are summarized from the ADHS work plan submitted to the CDC for the supplemental PHEP grant and relate to the deliverables required for the county and tribal sub-awardees.

3.1. ACTIVITY 1: Community Preparedness Sub-Awardee output requirements:

3.1.1. The Sub-awardee shall collaborate with state and local partners to evaluate and clarify elements from the state Ebola response plan.

3.1.2. Develop an Ebola specific AAR/IP that addresses the Sub-awardee's respective jurisdiction.



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- 3.2. ACTIVITY 2: Public Health Surveillance and Epidemiological Investigation Sub-Awardee output requirements:
- 3.2.1. Create and/or update surveillance and investigation protocols to include Ebola and other emerging/exotic disease monitoring and surveillance for review with ADHS.
 - 3.2.2. Monitor updates to the State's Contact/Exposed Persons tracking database found on the ADHS Health Services Portal (HSP).
 - 3.2.3. Identify personnel who are capable of conducting health surveillance and epidemiological investigations for Ebola and other emerging/exotic diseases.
 - 3.2.4. Attend ADHS sponsored "How To" trainings and Infectious Disease Training and Exercises that address epidemiology, disease surveillance, investigation and control measures and emerging public health issues.
- 3.3. ACTIVITY 3: Public Health Laboratory Testing Sub-Awardee output requirements:
- No Requirements
- 3.4. ACTIVITY 4: Non-Pharmaceutical Interventions Sub-Awardee outputs requirements:
- 3.4.1. Review and utilize the statewide NPI Plan for Ebola disseminated by ADHS to review and assess local Ebola NPI plans for gap assessment. The local Ebola NPI Plan will include a component to address environmental cleaning and waste management. Participate in ADHS organized subject matter workgroups/webinars for environmental cleaning and waste management.
 - 3.4.2. Participate in scheduled workshop/table top exercises; i.e. Arizona Infectious Disease Training and Exercise, and provide a local Ebola NPI plan for ADHS review at the scheduled workshop/table top exercise. Address any gaps identified in a subsequent After-Action Report (AAR)/Improvement Plan (IP).
 - 3.4.3. Review the local Ebola NPI Implementation Plan for, and address, any barriers to implementation.
- 3.5. ACTIVITY 5: Responder Safety and Health Sub-Awardee output requirement:
- 3.5.1. Support the engagement of local EMS communities to accomplish training that will increase the safety of first responders and strengthen the State Ebola Response and All Hazards Plan.
- 3.6. ACTIVITY 6: Emergency Public Information and Warning/Information Sharing Sub-Awardee output requirements:
- 3.6.1. Participate in the development of Ebola messaging (e.g. talking points and message maps.); and
 - 3.6.2. Participate in ADHS offered spokesperson training to address public and media inquiries related to Ebola cases.
- 3.7. ACTIVITY 6a: Emergency Public Information and Warning/Information Sharing (WEBEOC) Sub-Awardee output requirements:
- 3.7.1. Utilize mobile technology to allow for easy access to disease information and the ability to receive alert messaging on hand held devices.

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3.8. ACTIVITY 7: Medical Surge Sub-Awardee output requirements:

- 3.8.1. Participate and contribute to the collaboration among hospital, ambulatory facilities, county and tribal public health, schools, public safety agencies, non-profit organizations, community based special events and the community at large to respond to infectious disease threats.
- 3.8.2. Apply the statewide communication plan developed by ADHS to increase Ebola messaging effectiveness.
- 3.8.3. Implement a process to utilize the ADHS messaging map for collaboration and coordination of responses to ensure the health and safety of Arizona residents in the event of an infectious disease threat of public significance.

	INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT PRICE SHEET		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 W. Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
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PRICE SHEET

July 1, 2014 – June 30, 2015

Fixed Price

No.	Description	UOM	Amount
1	CDC Deliverables for Public Health Emergency Preparedness - PHEP	YR	\$237,292.61
Total			\$237,292.61

EVD PRICE SHEET

April 1, 2015 – August 30, 2016

Phase 2

Fixed Price

No.	Description	UOM	Amount
1	Ebola and Infectious Disease Preparedness and Response	EA	\$47,331.00
Total			\$47,331.00