

NNPHI SUBAWARD NO. G2455_AG-1079

SUBAWARD
Between
THE NATIONAL NETWORK OF PUBLIC HEALTH INSTITUTES
AND
BALDWIN COUNTY COMMISSION

This subaward, entered into on November 15, 2022, by and between the National Network of Public Health Institutes, a non-profit Corporation existing under the laws of Louisiana whose mailing address is 1100 Poydras Street, Suite 950 New Orleans, LA 70163 (herein referred to as **NNPHI**), and **Baldwin County Commission** whose mailing address is **312 Courthouse Square, Ste 11, Bay Minette, AL 36507** (herein referred to as **Subrecipient**), is for the performance of certain work/services and reimbursement of allowable costs. This award is pursuant to the authority of 307 and 317(K)(2) of the Public Health Service Act (42 U.S.C. Sections 242(1) and 247b(k) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions. NNPHI and Subgrantee may also be referred to in this agreement as the “grantee”, “party,” “parties,” “you” or a derivation thereof.

BACKGROUND

The **NNPHI** has received from the Centers for Disease Control and Prevention (herein referred to as “**CDC**”) Cooperative Agreement No. 5 NU38OT000303-04-00, CFDA 93.421 (**NNPHI- PC 753**), as Revised and incorporated by reference, hereby issue this award entitled, “**Expanded Drug Overdose Investigation Trainings to Improve Overdose Mortality Surveillance Project**”. This Subaward is subject to the terms and conditions of the **CDC**’s Award which are herein incorporated and made a part of this agreement, as **Attachment 3**.

The **Subrecipient** has agreed to participate in collaboration with **NNPHI**, as detailed in the Application for the **Award**.

Therefore, the parties agree as follows:

ARTICLES

ARTICLE I - Scope of Work

The **Subrecipient** agrees to perform the work outlined in **Attachment 1** – to provide capacity building support for medicolegal death investigator offices. CDC, NNPHI, IACME, and **Subrecipient** recognize the need for medicolegal death investigator offices to purchase case management software that facilitates interoperability between case management systems and electronic death reporting systems. In implementing this initiative, CDC/NNPHI/IACME/ and **Subrecipient** seek to facilitate timely and comprehensive data sharing with vital records offices and public health agencies to better inform drug overdose prevention and response efforts in accordance with he submitted proposal which is hereby incorporated by reference.

ARTICLE II - Period of Performance

The term of this subaward shall extend from November 1, 2022, through July 31, 2023. Unless stated elsewhere in this subaward, **Subrecipient's** expenditures incurred prior to the beginning date or subsequent to the end date are unallowable. **Subrecipient** shall notify **NNPHI**, as soon as possible, of any reason that might contribute to the failure to perform within the specified term even if such reason is beyond the control and without fault or negligence of the **Subrecipient**. The performance period may be modified by mutual agreement of the parties.

ARTICLE III - Consideration, Records and Billing Instructions

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1. The reimbursable cost, both direct and indirect, of performing the tasks under Article 1 of this Agreement will not exceed **\$20,316.13** in United States dollars, as detailed in **Attachment 2**. **NNPHI** is not, in the absence of a modification, obligated to reimburse the **Subrecipient** for costs incurred by the **Subrecipient** which are in excess of the costs specified in this article.
2. **NNPHI** payment to **Subrecipient** shall be based upon the terms and conditions as specified in this subaward and the availability and allocation of **CDC's** funds necessary to finance **NNPHI's** performance.
3. The determination of allowable cost for **Subrecipient's** activities will be made in accordance with OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, inclusive of all amendments and applicable Federal regulations in effect as of the date of this subaward.
4. **Subrecipient** shall maintain reasonable records incident to the performance of this subaward and shall allow **NNPHI** access to those records. The CDC, a federal agency, the Comptroller General of the United States, or any of their representatives shall have the right of access to any books, documents, papers and records of the **Subrecipient** which are directly pertinent to a specific program for the purpose of making audits, examination, excerpts and transcripts.
5. Payment will be made **monthly** following the receipt of detailed monthly invoices (a) identified by the ID number located on the top of each subaward page, (b) reflecting the cost categories as outlined in the budget (**Attachment 2**), and (c) approved and signed by the **Subrecipient's** appropriate administrative official d) a detailed description of the work completed during the period. **Subrecipient** shall submit monthly invoices after the incurrence of allowable cost, at least quarterly but not more frequently than monthly; invoices shall provide a current and cumulative breakdown of costs and, if applicable, required cost-sharing in separate columns.
6. The Final Invoice shall be clearly identified as "**FINAL**" and shall be submitted no later than **45** days after the subaward's end date. Payment cannot be guaranteed if submitted beyond this period.
7. All invoices shall be submitted to:

Helen Lindau
Program Manager, Bridging Sectors to Create Health
1250 Connecticut Ave, NW – Suite 202
Washington, DC 20036
Phone: 828.773.2500 eMail: hlindau@nnphi.org

ARTICLE IV - Designated Representatives

Technical Representative

Administrative Representative

For NNPHI

For NNPHI

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Helen Lindau

Program Manager

National Network of Public Health Institutes

1250 Connecticut Ave, NW – Suite 202

Washington, DC 20036

Direct: 828.773.2500

Email: hlindau@nnphi.org

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Direct: 828.773.2500

Email: hlindau@nnphi.org

For Subrecipient

Mr. Brian E Pierce

Baldwin County Commission

312 Courthouse Square, Ste 11

Bay Minette, AL 36507

Phone: 251.970.4051

eMail: bpierce@baldwincountyal.gov

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ARTICLE V - Reports

Subrecipient will submit reports required by **NNPHI's** Technical Representative cited in Article IV (Programmatic and financial). Such reports shall be submitted according to the following reporting schedule:

1. Interim Program & Financial reports; November 1, 2022, through March 31, 2023 – Due April 30, 2023
2. Final Program & Financial reports; April 1, 2023, through July 31, 2023 – Due August 31, 2023

The format of the financial report should show in columns the budget, current expenditures, cumulative expenses and line-item balance(s) and, if applicable, required cost-sharing in separate columns. All invoices must be detailed enough to show progress/activities during the billing period. The Final Progress Report must be submitted to **NNPHI's** Technical Representative, in an agreed upon format, no later than 30 days after the project's end date. Contractor agrees to rework any deliverables/tasks deemed not acceptable at no additional cost to NNPHI and/or CDC Note: Final invoice due no later than 30 days after the subaward's end date. Payment cannot be guaranteed if submitted beyond this period. **Subrecipient must ensure that a completed/updated signed Form W-9 is on file to facilitate all payment(s) under this agreement.**

ARTICLE VI – Publication

Subrecipient reserves the right to make or permit to be made scholarly disclosures of the results of the Project, including without limitation, publication in scholarly journals, presentations at academic and other conferences, disclosures to **Subrecipient** and non-**Subrecipient** scholars, and disclosures in grant and funding applications. **Subrecipient** shall provide **NNPHI** a copy or notice of any publication in any scholarly journal that includes a report of the results of the Project. **Subrecipient** further agrees to provide, in accordance with customary standards, an appropriate acknowledgement in any such publication of **NNPHI's** support or other role in the Project.

ARTICLE VII - Patents and Inventions

Any invention arising out of the activities assisted by this subaward shall be promptly and fully reported to **NNPHI's** Administrative Representative. The ownership and manner of disposition of all rights in and to such invention shall be subject to the regulations issued by the **CDC** as such regulations appear in the **Award** between the **CDC** and **NNPHI**.

ARTICLE VIII – Proprietary or Confidential Information

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NNPHI and **Subrecipient** agree to use all reasonable diligence to prevent disclosure to third parties any confidential information disclosed to it under this subaward and marked by the disclosing party as confidential for a period of three (3) years from the date of disclosure. Such information shall be disclosed in writing and marked "confidential", or if disclosed orally or in other documentary form shall be reduced to writing and marked "confidential" within thirty (30) days thereafter. Disclosure of confidential information to employees, officers, agents, and representatives shall be only on a need-to-know basis and as necessary for the purposes of this subaward. This non-disclosure obligation shall not apply to information:

1. already in or subsequently enters the public domain through no fault of **NNPHI** or **Subrecipient**.
2. presently known or becomes known to **NNPHI** or **Subrecipient** from its own independent sources.
3. received by **NNPHI** or **Subrecipient** from any third party not under obligation to keep such information confidential.
4. independently developed by **NNPHI** or **Subrecipient** without use of the other's confidential information;
or
5. required to be disclosed by law.

ARTICLE IX - Assignments and Lower Tier Subrecipients

Neither performance nor payment involving the whole or any part of this subaward as described under Article I may be assigned, subawarded, transferred, or otherwise given or imposed on any other party by **Subrecipient** without the prior written consent of **NNPHI**. **Subrecipient** shall pass the appropriate **CDC** terms and regulationstion to any lower tier **Subrecipient**. As applicable, this shall include **CDC** name, **Award** ID number, **Award** title, **CFDA** number and appropriate flow down requirements.

ARTICLE X - Changes and Prior Approval

Subrecipient is responsible for both notifying **NNPHI** and obtaining prior written approval of **NNPHI** with respect to any changes which might materially alter the terms of this subaward. Examples include, but are not limited to, changes in the period of performance, in **Subrecipient's** Technical Representative, significant rebudgeting and changes in the scope of work. In the event of uncertainty as to whether a change is significant enough to require prior approval, refer questions to **NNPHI's** Administrative Representative cited in Article IV.

ARTICLE XI - Insurance

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or director's, to the extent allowed by law. **Subrecipient** shall maintain sufficient insurance coverage for Public Liability, Property Damage, Employer's Liability and Compensation Insurance and Motor Vehicle Liability (Personal Injury and Property Damage).

ARTICLE XII - Suspension

NNPHI reserves the right to suspend this subaward at any time by electronic or telephone notice to **Subrecipient** followed by written notice within 10 days of the initial notice. **Subrecipient** will immediately stop performance and will not perform under this subaward until receiving a resume performance notice from **NNPHI** followed by written notice within 10 days. **NNPHI** will provide **Subrecipient** with the reason(s) for suspension and indicate if any remedies are available to **Subrecipient**. If **NNPHI** and **Subrecipient** mutually agree the reason(s) for the suspension have been remedied, **NNPHI** will issue a resume performance notice to **Subrecipient**. **Subrecipient** will not be reimbursed or paid for any charges during the suspension period.

ARTICLE XIII - Termination

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NNPHI reserves the right to terminate this subaward at any time by giving **Subrecipient** written notice at least 30 days prior to the effective date of termination. The **Subrecipient** may submit a written request to NNPHI for termination at least 30 days prior to the effective date of termination.

In the event of default, either by **Subrecipient's** failure to substantially perform its obligations, **Subrecipient's** violation of other material terms of this subaward, or **Sponsor's** termination of work by NNPHI on the subject matter of this **Award**, then performance by the **Subrecipient** under this subaward may be terminated by NNPHI at any time by giving written notice to the **Subrecipient**. Should performance be so terminated, the **Subrecipient** shall be paid for its reasonable costs and commitments to the date of termination, but only to the extent that such costs and commitments are reimbursable to NNPHI under the terms of **Sponsor's Award**. Payment shall be made upon submission to NNPHI of a final invoice covering the aforementioned performance and submission of any and all results achieved to the time of termination and acceptance thereof by NNPHI.

ARTICLE XIV - Mandatory Disclosure Requirement

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the NNPHI at the address and contact detailed on page 2 of this Agreement (include "Mandatory Grant Disclosures" in the subject line):

ARTICLE XV - General Provisions

The following general provisions become operative if the particular subject relates to activity to be performed under this subaward.

1. Protection of Human Subjects

Subrecipient agrees that the rights and welfare of human subjects will be protected in accordance with applicable policies set forth in 45 CFR 46 and 21 CFR 50 and 56. **Subrecipient** shall bear full responsibility for the proper and safe performance of its work and services involving human subjects. **Subrecipient** hereby certifies that it will perform no work under this agreement without active IRB approval.

NNPHI's Technical Representative identifies **Subrecipient's** work as involving human subjects: No **X** Yes .

If yes, **Subrecipient** must provide to NNPHI's AR a letter from an IRB representative indicating the (1) date of review/approval and (2) the IRB's federally assigned assurance number. Documentation of continuing IRB approval must be submitted annually to NNPHI's AR. **Subrecipient** hereby certifies that it will perform no work under this agreement without an active IRB approval.

2. Animal Welfare

Subrecipient shall comply with all procedures and regulations that ensure the humane care of animals to include but not limited to the following:

- Animal Welfare Act as amended (7 USC 2131 et seq.)
- PHS Policy on Humane Care of Laboratory Animals by Awardee Institutions
- U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training
- NIH Publication (85-23) Guide for the Care and Use of Laboratory Animals

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NNPHI's Technical Representative identifies **Subrecipient's** work as involving animals: **No** X **Yes** _____. If yes, **Subrecipient** must provide to NNPHI documentation that an Institutional Animal Care Use Committee (IACUC) has reviewed and approved such procedures and the IACUC's federally assigned assurance number. Submission of continuation reviews/approval is required.

3. Recombinant DNA Research

Subrecipient must comply with NIH Guidelines for Research Involving Recombinant DNA Molecules (49 FR 46266 or latest revision).

4. Small Business, Minority-Owned Business, and Woman-Owned Business Utilization

Subrecipient must make positive efforts to use small business concerns, minority-owned businesses, and woman-owned businesses as sources for procurement of goods or services, including consultant services.

5. Grant Related Income

Subrecipient must report to NNPHI any grant related income in accordance with OMB Uniform Guidance, 2 CFR Part 200 Uniform Guidance. Disposition of such income will be consistent with the terms of the **Sponsor's Award**.

6. Equipment Accountability and Disposition

For purposes of this subaward, equipment is defined as those items costing \$5,000 or more (unless Subrecipient has established lower levels) and having a useful life of more than one year. Title to all equipment purchased under this subaward shall vest in **Subrecipient** upon acquisition unless it is determined that to do so is not in furtherance of the objectives of the **Sponsor**. Administration, internal control, and management of equipment shall comply with the requirements of the prime award.

Except for a model change for equipment in **Subrecipient's** proposed budget, **Subrecipient** shall request NNPHI's prior approval for the purchase of equipment not in **Subrecipient's** proposed budget, **Attachment 2**.

ARTICLE XVI - Certifications

By accepting this subaward, **Subrecipient** certifies compliance with the following, if applicable:

1. Non-Discrimination

Subrecipient certifies that it complies with all federal statutes relating to non-discrimination. These include but are not limited to:

- E.O. 11246 "Equal Employment Opportunity," as amended by E.O. 11375 "Amending Executive Order 11246 Relating to Equal Employment Opportunity"
- Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color, or national origin;
- Rehabilitation Act of 1973 which prohibits discrimination based on physical and mental handicap.
- Title IX of the Educational Amendments of 1972 which prohibits discrimination based on sex; and
- Age Discrimination Act of 1975 which prohibits unreasonable discrimination based on age.

2. Debarment, Suspension, Repayment of Federal Debt

Subrecipient certifies that neither it nor its principal are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Furthermore, **Subrecipient** certifies neither it nor its principals are delinquent on the repayment of any federal debt.

3. Audit Requirements

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If **Subrecipient** is subject to OMB Uniform Guidance, 2 CFR Part 200, **Subrecipient** hereby certifies it meets the requirements defined in this Part. **Subrecipient** further agrees in the event of noncompliance which involves a subaward from **NNPHI** to send its audit report to **NNPHI** within 30 days of receipt by **Subrecipient's** auditors. If **Subrecipient** is not subject to OMB Uniform Guidance, 2 CFR Part 200 and in the event of noncompliance which involves a subaward from **NNPHI**, **Subrecipient** agrees to send its financial audit report to **NNPHI** within 30 days of receipt by **Subrecipient's** auditors. If **Subrecipient** must send its Federal or financial audit report to **NNPHI**, **Subrecipient** further agrees to notify **NNPHI** of its corrective action taken within six months of furnishing its applicable audit report to **NNPHI**. In accordance with OMB Uniform Guidance, **NNPHI** will issue a management decision to the **Subrecipient** within six months.

The Subgrantee will maintain adequate financial records, in accordance with generally accepted accounting practices, to clearly and easily identify expenses, to describe the nature of each expense and to establish relatedness to this Agreement. All records related to this Agreement shall be available for audit by the **NNPHI** and/or the Sponsor. The financial records of this Agreement will be retained for a period of three (3) years, with the following qualifications:

- a. Records related to any audit initiated prior to the expiration date shall be retained until the audit findings involving the records have been resolved.

The retention period starts from the date of the submission of the final invoice.

4. Clean Air and Water Certification

Subrecipient certifies that any facility to be used in the performance of this subaward is not listed on the Environmental Protection Agency (EPA) list of Violating Facilities. **Subrecipient** will immediately notify **NNPHI**, before this subaward, of the receipt of any communication from the Administrator, or a designee of the EPA, indicating that any facility the **Subrecipient** proposes to use for the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities.

5. Conflict of Interest

NNPHI's Administrative Representative identifies the **Sponsor** as the National Science Foundation (NSF) or DHHS : **No** ☐ **Yes** ☒. If yes, and **Subrecipient's** institution employs more than fifty persons, then by signing this subaward **Subrecipient** certifies that it has implemented a written and enforced conflict of interest policy consistent with NSF or DHHS policy; that to the best of **Subrecipient's** knowledge, all financial disclosures required by NSF policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the **Subrecipient's** expenditure of funds under this subaward, in accordance with **Subrecipient's** conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated will be promptly disclosed, in writing, to **NNPHI**. Failure to disclose such instances to **NNPHI** may be cause for termination as specified in Article XII.

6. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

By signing this subaward **Subrecipient** hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989:

No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative subaward, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative subaward.

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If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, **Subrecipient** shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to **NNPHI**.

Submission of this certification and disclosure is a prerequisite for making or entering into this subaward imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

ARTICLE XVII – Export Controls

It is understood that **NNPHI** is subject to United States Laws and regulations controlling the export of technical data, computer software, laboratory prototypes and other commodities, and that its obligations hereunder are contingent on compliance with applicable U.S. export laws and regulations (including the Arms Export Control Act, as amended, and the Export Administration Act of 1979). The transfer of certain technical data and commodities may require a license from the cognizant agency of the United States Government and/or written assurances by the **Subrecipient** that the **Subrecipient** will not re-export data or commodities to certain foreign countries without prior approval of the cognizant government agency. While **NNPHI** agrees to cooperate in securing any license which the cognizant agency deems necessary in connection with this Agreement, **NNPHI** cannot guarantee that such licenses will be granted.

ARTICLE XVIII – Controlling Laws

Unless prohibited by state law governing Subrecipient's institution, this Subaward shall be governed by, and construed in accordance with, the laws of Louisiana, without reference to the conflicts of laws principles thereof and all referenced federal laws, regulations, policies and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html> under which support for this work has been funded. All allowable costs are subjected to OMB Uniform Guidance **2 CFR Part 200** and related regulations. The parties shall attempt to resolve any controversy, dispute or disagreement arising out of or relating to this Subaward, or the breach thereof, through good faith negotiations. If the parties cannot resolve the controversy, dispute or disagreement through good faith negotiations within thirty (30) days, the aggrieved party may pursue litigation in the Civil District Court located in Orleans Parish.

ARTICLE XIX - Order of Precedence

In the event of any inconsistency among the provisions of this subaward the inconsistency shall be resolved by giving precedence as follows: (1) if attached, any Special Provisions; (2) subaward's General Provisions and other documents, exhibits and attachments; and (3) Sponsor's Award.

ARTICLE XX - Partial Invalidity: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, the validity of the remaining portions or provisions shall not be affected.

ARTICLE XXI – Force Majeure

In the event either party is unable to perform its obligations under the terms of this Subagreement because of acts of God or other casualty, natural disaster including weather, war, government regulations, public health advisories, fire, strikes, terrorism, or civil disorder or any other extraordinary events that make it illegal,

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impossible, inadvisable or commercially impractical to enforce performance, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

ARTICLE XXII - Entire Subaward

This subaward is intended by the parties as a final written expression of their subaward and supersedes and replaces any prior oral or written subaward. Any terms or conditions proposed by **Subrecipient** inconsistent with or in addition to terms and conditions herein contained shall be void and of no effect unless specifically agreed to by **NNPHI** in writing and signed by both parties.

ARTICLE XXIII - Subaward valid if signed in counterpart or by electronic signature:

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of an electronic data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or signature page were an original thereof.

IN WITNESS WHEREOF, the parties hereto have caused their authorized officials to execute this subaward as of the date(s) set forth below:

Yours in health

NATIONAL NETWORK OF PUBLIC HEALTH INSTITUTES

Vincent Lafronza, Ed.D.
President and CEO

Date

SUBRECIPIENT— DISTRICT ONE MEDICAL EXAMINER SUPPORT, INC.

DocuSigned by:

Dr. Brian Pierce, DC, D-ABMDI

8BC07F6A3CD94CB...

Signature

Dr. Brian Pierce, DC, D-ABMDI

12/16/2022

Name

Title

Date

ATTACHMENTS:

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ATTACHMENT I
Scope of Work/Proposal

**Infrastructure support for a Medical Legal Death Investigators
Reporting Platform**

Background

The population of Alabama, based on recent Federal census, is approximately 4,900,000 people whereas the population of Baldwin County Alabama is approximately 231,000 people, or roughly 4.7% of the people of Alabama. Baldwin County's location on the Gulf Coast also invites a high tourist population of 6.5 million annually, resulting in a functional population of nearly 500,000/day during the summer months. The normal death rate in Baldwin County is approximately 2,700 people per year or 7 deaths a day. Historical data suggest that 25% of all deaths will involve the Coroner's Office in some capacity, with 13% being non-residents.

The Baldwin County Coroner's Office has a membership with IACME and received its accreditation from IACME in March of 2021. 4 of 5 Medical Death Investigators are certified by ABMDI and the office completed 663 Death Investigation cases in FY 2021-2022.

Current Operations

Currently the Baldwin County Coroner's Office manages 27 different spreadsheets to track data, and while we do participate in A VDRS, VAERS, and EVERS reporting to the State of Alabama, it is quite laborious. Additionally, we currently produce paper files on all cases. These case files include scene reports, photos, autopsy reports, and toxicology.

Alabama utilizes a regional Medical Examiner System and currently Autopsies are performed at the Mobile, Alabama Department of Forensic Science. The state also provides toxicology services out of Hoover, Alabama. The reports are provided to the Coroner and District Attorney's Office, we then provide reports to law enforcement upon request.

Future Operations

A new Case Management system would reduce our office supply cost and increase our ability to share information with County, State, and Federal Agencies. Implementation of a case management system would streamline efficiencies, such as office workflow, reporting to Law Enforcement, Public Health as well as provide more real time data for fatalities related to drug overdoses, natural disasters, and pandemics.

The Baldwin County Coroner's Office has been researching Case Management systems, to identify one that will meet the following criteria:

Secure

User Friendly

Real-time reporting

Ability to share data with Law Enforcement, District Attorney, Alabama Department of Public Health, Alabama Department of Forensic Science, CDC, as well as other vetted community partners.

As population and caseloads increase, we will need to search for new ways to manage reports to accurately and timely provide law enforcement with information and families with closure. Also, data reports to the state can be timelier, giving state officials accurate data in real time, allowing improved decision making in large scale incidents. This will improve fatality management during times of natural disasters, pandemics, and epidemics such as the current fentanyl crisis.

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We would like this system up and in place by January 1, 2023. This is a large undertaking and will require internal training, cooperation of many agencies, and changing of some SOG's. The outcome, however, will provide a better product for law enforcement, real time data for State and Federal agencies and more rapid closure for families.

The Office of the Coroner will work with Baldwin County's CIS department to ensure; ongoing support for this project as well as interoperability to allow communication with county, state, and federal agencies.

Providing funding for projects such as these eases the financial burden and will certainly bolster the Medical Death Investigation community and the Baldwin County Coroner's Office seeks to be a leader in that endeavor.

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ATTACHMENT 2
Budget and Budget Justification

Category	Amount	Justification
a. Personnel	15,948.81	Cost of developer, software writer - salary
Fringe Benefits	2,087.32	Cost of developer, software writer - benefits
c. Travel		
d. Equipment		
e. Supplies	2,280.00	Additional Web Server, SQL Database, Dish Server Space - 2 years recurring fees
f. Other		
g. Contractual		
h. Total Direct Costs	20,316.13	Total of personnel and equipment costs
i. Indirect Costs		
j. TOTAL BUDGET	20,316.13	

Employee	Annual Salary		hourly	LOE hrs.	Amount
Brian Peacock	\$ 130,625.00	2080	\$ 62.80	3.00	\$ 188.40
Divine Propst	\$ 87,207.09	2080	\$ 41.93	6.00	\$ 251.56
Wayde Wilkerson	\$ 68,911.70	2080	\$ 33.13	5.50	\$ 182.22
Luke Williams	\$ 50,482.00	2080	\$ 24.27	631.50	\$15,326.63
					\$15,948.81

Employee	Annual Benefits	Hrs Work	Amount
Brian Peacock	\$ 14,129.12	3.00	\$ 20.38
Divine Propst	\$ 13,980.65	6.00	\$ 40.33
Wayde Wilkerson	\$ 305.62	5.50	\$ 0.81
Luke Williams	\$ 6,672.49	631.50	\$ 2,025.81
			\$ 2,087.32

Supply Costs			
			1 Year Minium Per Grant
		Monthly Recurring	
Web Server		\$ 90.00	\$ 1,080.00
1 SQL Database Hosting Service (up to 10gb)		\$ 50.00	\$ 600.00
Additional Dish Storage (allocated in 50gb blocks)		\$ 50.00	\$ 600.00
Additional expense for the life of the application		\$ 190.00	\$ 2,280.00

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ATTACHMENT 3
(Terms and conditions of the Sponsor's Award)

SECTION III-TERMS AND CONDITIONS- 5 NU38OT000303-04-00

This Subagreement is based on the application submitted to, and as approved by, CDC on the above- titled project and is subject to the terms and conditions of the NOA/NOFO, as attached, and is incorporated directly by reference and includes the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This Award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This Award has been assigned the Federal Award Identification Number (FAIN) NU38OT000303. Recipients must document the assigned FAIN on each consortium/subaward issued under this Award.

Any papers published under the auspices of this award must cite the funding support of all institutes as listed below.

Department Of Health and Human Services, Centers for Disease Control and Prevention (CDC).

For each publication that results from HHS this grant-supported activities, recipients must include, in all written and web-based materials associated with this award, an acknowledgment of grant support using the following statement (or agreed upon changes):

“Funding for this effort was provided by the **National Network of Public Health Institutes (NNPHI)** through a Cooperative Award with the Centers for Disease Control and Prevention (CDC) of the Department of Health and Human Services (HHS), as part of a financial assistance award totaling \$XX with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, the U.S. Government, or the NNPHI.”

SECTION IV - OT Special Terms and Conditions—5 NU38OT000303-04-00

In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number OT18-1802, entitled , Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health and application dated March 27, 2018, as may be amended, which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

Award Type: Cooperative Agreement

Substantial Involvement by CDC/NNPI: This is a cooperative agreement and CDC/NNPHI will have substantial programmatic involvement after the award is made. Substantial involvement is in addition

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to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

Applicable Cost Principles:

Subrecipients must comply with the administrative and public policy requirements outlined in 45 CFR Part 75 and the HHS Grants Policy Statement, as appropriate and OMB Uniform Administrative Requirements. Brief descriptions of relevant provisions are available at <http://www.cdc.gov/grants/additionalrequirements/index.html#ui-id-17>. The HHS Grants Policy Statement is available at <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

45 CFR Part 75 supersedes regulations at 45 CFR Part 74 and Part 92