



TOMÁS J. ARAGÓN, MD, DrPH  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

**NOTICE OF INTENT TO AWARD**

October 8, 2021

Gary Pace, MD  
Health Officer  
Lake County Health Services Department  
922 Bevins Court  
Lakeport, CA 95453

Dear Dr. Pace:

The California Department of Public Health (CDPH), Sexually Transmitted Diseases (STD) Control Branch is pleased to announce the intent to award federal funds to expand the Disease Intervention Specialist (DIS) workforce to strengthen the capacity of local public health departments to mitigate the spread of COVID-19 and other infections.

The purpose of these funds is to implement key strategies for STD, human immunodeficiency virus (HIV), COVID-19, and other infectious diseases prevention and control by increasing capacity to conduct disease investigation (case investigation and contact tracing), linkage to prevention and treatment, case management and oversight, and outbreak response for STD, HIV, COVID-19 and other infectious diseases. Following required online training for DIS, initial focus should be on training and mentoring staff to become proficient in STD and HIV disease investigation and partner notification. This is to ensure the DIS develop early comfort with the more challenging and intimate disease investigation that is required for STDs and HIV, and to clear the backlog of STD DIS work at the local level. Once proficient in STD/HIV disease investigation, DIS should be trained and mentored to support disease investigation of other infectious diseases. Any non-DIS staff hired to support frontline DIS workers should also focus on STD/HIV disease investigation first. Redirection of funded staff as necessary is expected to support the need for rapid emergency infectious disease outbreak response needs.

This funding opportunity is made possible through the federal grant award for Strengthening STD Prevention and Control for Health Departments (STD PCHD): Enhanced Activities, Catalog of Federal Domestic Assistance (CFDA) #93.977, from the Centers for Disease Control and Prevention (CDC). You can obtain general information about the STD PCHD grant by searching for the CFDA number on <https://beta.sam.gov/>. As a sub-awardee of the federal STD PCHD funding, a copy of the Notice of Award and the General Terms and Conditions will be provided to you for your records.

CDPH STD Control Branch, MS 7320 • P.O. Box 997377 • Sacramento, CA 95899-7377  
Tel. (916) 445-9860 • Internet Address: [www.cdph.ca.gov](http://www.cdph.ca.gov)



Your agency's annual award is \$108,490. To secure these funds, an official grant agreement will be developed and executed between your agency and CDPH; the grant term period will be July 1, 2021 through December 31, 2025.

The grant funds must be used to expand, train, and sustain a response-ready DIS workforce in your local health jurisdiction. For guidance, please see the attached draft of the grant activities. The grant activities must be adhered to in addition to any subsequent revisions along with all instructions, policy memorandums, or directives issued by CDPH/STD Control Branch. Please review the draft grant activities, and if there are any questions, please contact Jessica Frasure-Williams, Chief of the Program Development Section at [Jessica.Frasure-Williams@cdph.ca.gov](mailto:Jessica.Frasure-Williams@cdph.ca.gov) or your Northern California Regional Capacity Building Coordinator, Cary Escovedo at [Cary.Escovedo@cdph.ca.gov](mailto:Cary.Escovedo@cdph.ca.gov)

### **Responsibilities as Subrecipient of Federal Funds**

According to Uniform Guidance, Title 2 CFR §200.332, the CDPH/STD Control Branch is required to monitor the subrecipient's use of federal funds. During the term of this agreement, the CDPH/STD Control Branch will conduct a risk assessment and implement the following subrecipient monitoring activities.

- Conduct pre-award meeting and additional meetings:
  - CDPH/STD Control Branch must meet with each subrecipient a minimum of 2-4 times per budget period dependent on the subrecipient's risk level.
  - Meetings may occur via conference call, in person, or via online video conference.
  - CDPH/STD Control Branch will provide the meeting date(s) and agenda(s).
- Review services to be provided for reasonableness and approve.
  - Subrecipient must provide documentation supporting these activities (e.g., bids, request for application, sole source documentation, quotes, etc.) upon request. This will ensure that a competitive process was utilized, or sole source activities are justified.
- Review invoices and supporting documentation prior to approving payment.
  - Audit invoices to ensure the amount billed is appropriate and applicable deliverables were received.
- Provide training and technical assistance as needed.
- Conduct additional monitoring activities as needed to ensure proper accountability, compliance with program requirements, and achievement of program goals.

In addition to the above evaluation and monitoring activities, CDPH/STD Control Branch will need to further document the subrecipient's eligibility to receive federal funding.

**The following questions will need to be answered. The questions can be answered by completing and submitting the attached Subrecipient Eligibility Form.**

1. Is your agency registered in the System for Award Management (SAM)?  
(Check one) ☐ Yes ☐ No

If so, please provide a SAM screenshot confirming your active status in SAM.

1. What is your agency's Unique Entity Identifier (UEI)/Data Universal Numbering System (DUNS) number?

2. I have read the attached Notice of Award and the General Terms and Conditions. I agree to adhere to the General Terms and Conditions.

(Check one) ☐ Yes ☐ No

3. I have attached my agency's most current Single Audit; or financial and performance evaluations because my agency is exempt from the Single Audit Requirement.

(Check one) ☐ Yes ☐ No

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The following Terms and Definitions are for use by the CDPH/STD Control Branch and subrecipients.

**Terms and Definitions:**

- 1) **Category of Federal Domestic Assistance (CFDA)** number identifies the federal assistance program and provides general information about the grant, such as the program objectives.
- 2) **System for Award Management (SAM) and Unique Entity Identifier (UEI) Requirements** (2 CFR 25.200(b)):
- The subrecipient that receiving Federal assistance funds must be registered in SAM.
  - The subrecipient must also maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency.
  - The subrecipient must provide its UEI number in each application or plan.

**SAM** aka CCR = Central Contractor Registration

SAM is the Federal repository into which a subrecipient must provide information required for the conduct of business as a subrecipient. Registration information is available at the SAM website <https://beta.sam.gov/>.

**Requirement for SAM**

Unless exempted from this requirement under 2 CFR § 25.110\*, the subrecipient **must maintain their current information** in the SAM. This requires that the subrecipient review and update their information at least annually after the initial registration, and

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more frequently if required by changes in their information or another award term. (\*2 CFR § 25.110 (b) and (c) **exempts individuals and Federal agencies**. See statute for more information.)

**UEI** = DUNS = Data Universal Numbering System – Established and Assigned by Dunn & Bradstreet (D&B), UEI is the nine-digit number established and assigned by D&B to uniquely identify business entities. A UEI number can be obtained from D&B by telephone (currently 866-705-5711) or online <https://fedgov.dnb.com/webform> (works best with Internet Explorer).

Please submit your intent to accept these funds to [STDLHJContracts@cdph.ca.gov](mailto:STDLHJContracts@cdph.ca.gov) by Friday, October 22, 2021 and include your agency's name in the subject line when you send the email to help us to easily identify which local health jurisdiction you represent.

**To apply for these funds, you must return the following documents no later than close of business, Friday, November 5, 2021.**

- Subrecipient Eligibility Form
- LHJ Program Contact Information document

The completed documents should be e-mailed to [STDLHJContracts@cdph.ca.gov](mailto:STDLHJContracts@cdph.ca.gov). Please note that no funds are secured until the grant is fully executed.

If you have any questions, please feel free to contact Christine Johnson by e-mail at [Christine.Johnson@cdph.ca.gov](mailto:Christine.Johnson@cdph.ca.gov).

Sincerely,



Alexia McGonagle, Acting Chief  
Business Operations Support Section  
STD Control Branch

Enclosures

cc: Kathleen Jacobson, MD, Chief, STD Control Branch  
Jessica Frasure-Williams, Chief, Program Development Section, STD Control Branch  
Cary Escovedo, No. California Regional Capacity Building Coordinator, STD Control Branch  
Christine Johnson, DIS Workforce Development Grant Manager, STD Control Branch