Office of AIDS
Master Agreement
General Information for
Fiscal Year 2011-2012

Office of AIDS
California Department of Public Health
MS 7700
P.O. Box 997426
Sacramento, CA 95899-7426

OFFICE OF AIDS

I. INTRODUCTION

This guidance document is specific to the general administrative requirements for submittal and completion of the Master Agreement (MA) amendment.

Program specific information is included in the various HIV programs guidance. However, we have included the California Department of Public Health, *Travel Reimbursement Information* form with this document for your convenience in preparing your program budgets.

II. DOCUMENTS REQUIRED BY OA TO PREPARE THE MA

In addition to program specific documents, OA also needs the completed *Contractor Contact Information form*. This form should be submitted with your program budget forms by **June 29, 2011 to MAMOUdocs@cdph.ca.gov.**

III. DOCUMENTS REQUIRED WHEN YOU SIGN THE MA

An electronic copy of the MA amendment will be sent via email to the Contractor's contact person listed on the Contractor Contact Information form. The following documents are needed when the signed MA amendment is returned to OA.

- **Master Agreement**
  - Print and sign, using blue ink, six copies of the STD213A cover.
- **Board Resolution**
  - The Board Resolution must be approved (stamped by the County Supervisor or City Clerk) Board Motion or Board Order to enter into an agreement with the State of California and should have the agreement number, MA amount, and term at the minimum. For more information, please refer to the State Contract Manual Section 2.06 C, or go to: http://www.ols.dgs.ca.gov/Contract+Manual/default.htm.
- **Contractor Certificate of Insurance**
  - The certificate of insurance must provide insurance coverage for the period from July 1, 2011 to June 30, 2012. The certificate must include the MA number within the body of the certificate. (For more information, see IV. Annually Required Documents below).

IV. ANNUALLY REQUIRED DOCUMENTS

1. Proof of Insurance

Government agencies should submit either a Letter of Self Insurance, a Certificate of Insurance, or both, if applicable, certifying their agency possesses or will obtain insurance not less than the amount of $1,000,000 to cover bodily injury and property damage liability combined that which might arise under this MA for FY 2010-11. Insurance coverage shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal injury, and other applicable liability that may arise under the MA. The liability insurance shall apply separately to each insured against whom a claim is made or a suit is brought subject to the Contractor's limit of liability.

For those government agencies that supply a Certificate of Insurance it must include the following language:

1) The insurer will not cancel the insured's coverage without giving 30 days prior written notice to OA;

2) The State of California, its officers, agents, employees, and servants are included as additional insured's, but only with respect to work performed for the State of California under the MA; and

3) The MA number, assigned by the CDPH/OA, must be included within the body of the certificate.

The Contractor agrees that the insurance will remain in effect at all times during the term of the MA. In the event said insurance coverage expires at any time or times during the term of this agreement, the Contractor agrees to provide, at least 30 calendar days before said expiration date, a new *Certificate of Insurance* evidencing insurance coverage for not less than the remainder of the term of the MA or for a period of not less than one year. CDPH may, in addition to any other remedies it may have, terminate the MA on the occurrence of such event.

CDPH will not be responsible for any premiums, deductibles, or assessments on the insurance policy.

2. A-133 Audit Report

The Federal Office of Management and Budget's (OMB) Circular, No. A-133, Audits of States, Local Governments, and Non-Profit Organizations, sets forth

standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards. Contractors expending more than $10,000 or more in federal awards must submit a copy of their audit reports to CDPH/OA for recordkeeping and dissemination. For more information on Audit requirements, see Exhibit D(F) of the Agreement.

The Certificate of Insurance and A-133 audit should be sent to:

California Department of Public Health
Office of AIDS
Administration Section
P.O. Box 997426, MS 7700
Sacramento, CA 95899-7426

V. CONTACT INFORMATION

For more information or if you have questions regarding the MA, please contact:

Administration Branch		
Administration Branch Chief	Schenelle Flores	(916) 449-5994 Schenelle.Flores@cdph.ca.gov
Fiscal Management Section Chief	Sarah Costa	(916) 449-5917 Sarah.Costa@cdph.ca.gov
Contract Analyst	Chris Valenzuela	(916) 449-5932 Christopher.Valenzuela@cdph.ca.gov