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California Statewide Training and Education Program
HIV/AIDS

REQUEST FOR APPLICATIONS
RFA 15-10037

November 18, 2015

Important Dates:

RFA Released	November 18, 2015
Last day RFA Questions will be accepted	December 2, 2015
RFA Questions and Answers Posted	December 8, 2015
Mandatory Letter of Intent Due	December 15, 2015
Application Due Date	January 14, 2016
Notification of Intent to Award	February 4, 2016

Application Packet Available at:
<http://www.cdph.ca.gov/programs/aids/Pages/OARFAListings.aspx>
California Department of Public Health
Center for Infectious Diseases
Office of AIDS

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California Department of Public Health
Center for Infectious Diseases
Office of AIDS
HIV Care and ADAP Branch
Request for Applications
RFA 15-10037

California Statewide Training and Education Program

I. Introduction

The State of California, Department of Public Health (CDPH), Center for Infectious Diseases, Office of AIDS (OA), is soliciting applications from eligible organizations with an extensive background in HIV related training for the continuation of the California Statewide Training Education Program (CSTEP). California Health and Safety Code Section 131019 defines that OA has the lead responsibility for coordinating state programs, services, and activities related to HIV/AIDS. The goals of OA are to:

- Prevent new HIV infections;
- Increase access to care and improve health outcomes for persons living with HIV/AIDS (PLWHA);
- Reduce HIV/AIDS related health disparities; and
- Achieve a coordinated response to the HIV epidemic in California.

A. Purpose of CSTEP

The purpose of CSTEP is to provide a statewide mechanism to assess training needs among medical and support service providers, and other professionals working with HIV persons, develop relevant curricula on HIV related topics and health literacy, conduct trainings, establish and maintain accessible training formats, and evaluate training effectiveness.

CSTEP responds to HIV service provider needs by offering training on relevant topics including: navigation through health care systems, HIV education, HIV treatment options and adherence counseling, health care benefits, enrollment in health insurance, HIV prevention, and impacts to HIV care services due to the Affordable Care Act. CSTEP trainings are provided using regional in-person, online, and webinar formats.

B. CSTEP Curricula

The specialized training curricula addressed in this request for application (RFA) are designed for clients, HIV professionals and service providers (medical and non-medical). The intent of the training curricula is to support clients with

transitioning to private health insurance, and to educate and maintain a cadre of HIV professionals and service providers throughout the state. Applicants will be required to develop new curricula and maintain and modify curricula listed below to reflect emerging needs and changes in the health care delivery system.

- *Supporting Clients in a Dynamic Era of HIV Treatment:* A basic introductory course for those new to health care and for those with limited education in basic biology, HIV, medical and scientific terms, and/or the human immune system. The training addresses HIV Epidemiology, Immune System Fundamentals, HIV Lifecycle, HIV Treatments, Immune Suppression, and Nutrition. Participants will acquire an understanding of basic terms and concepts related to health and wellness for PLWHA.
- *An Introduction to Health Care Benefits:* A basic introductory course of the HIV benefits system for those new to health care services. The training provides participants with basic terms and concepts related to health and existing health care programs. Participants will acquire an understanding of health care programs that affect PLWHA.
- *New and Upcoming Health Care Programs of the Affordable Care Act:* A basic introductory course for providers working in health care services interested in obtaining further knowledge of HIV health care systems. The training presents changes to health care programs in 2014 and beyond. Participants will acquire an understanding of the sensitivity required to navigate individuals through the public and private benefits system.
- *Disability Income:* An introductory course for service providers interested in obtaining an understanding of basic terms and concepts related to health, disability and public assistance benefits. Participants will acquire an understanding of disability and public assistance programs.

C. Target Audience

The target audiences of CSTEP are clients, HIV service providers (medical and non-medical), outreach workers, coordinators for linkage to care and retention in care, treatment adherence counselors, case managers, benefits counselors, eligibility screeners, AIDS Drug Assistance Program (ADAP) enrollment workers, health educators, mental health and substance abuse counselors, and other professionals working with HIV infected persons.

II. Purpose of Request for Application

The purpose of this RFA is to award one applicant to implement CSTEP. The awardee must work with OA, HIV service providers and other professionals working with PLWHA to achieve the deliverables of CSTEP. Program awards will be based on a competitive review process.

III. Contract Term and Funding

The contract term is twenty-four months from April 1, 2016 to March 31, 2018. All funding is contingent upon the availability of allocated funds. Funds from one grant year (GY), April 1 through March 31, cannot be carried forward to a subsequent GY. Total maximum funding allocation for CSTEP will be no more than \$600,000.00 during the entire contract term. However, applicants may submit an application for and/or be granted less than the maximum amount.

Budget Year	Maximum Budget Year Totals
April 1, 2016 through March 31, 2017	\$300,000.00
April 1, 2017 through March 31, 2018	\$300,000.00
Total Funding:	\$600,000.00

IV. Who May Apply

Public and private non-profit organizations are eligible to apply for these federal funds. Organizations must be California based and capable of providing services on a statewide basis.

V. CSTEP Requirements

The following section includes a complete description of the CSTEP requirements. Applicants must address and describe proposed program activities in their application to meet the following requirements:

- Conduct a statewide needs assessment for HIV training among HIV service providers;
- Develop and maintain an online training system including online training modules;
- Secure training venues and coordinate logistics;
- Facilitate regional in-person trainings;
- Provide HIV disease content expertise for curriculum development and expert training facilitation;
- Provide health care systems expertise including: knowledge of health insurance/plans, insurance payments and reimbursement mechanisms;
- Provide health literacy content expertise for curriculum development and expert training facilitation;
- Offer continuing education units;
- Market CSTEP trainings among target audience; and
- Evaluate and modify trainings for improved effectiveness.

Applicants must also describe their capacity to undertake the proposed work. Applicants shall demonstrate and provide their experience and capacity in the following:

- Extensive experience providing HIV and health literacy trainings;
- Extensive HIV and health literacy subject matter expertise;
- Extensive knowledge of public and private health insurance;
- Extensive knowledge of health insurance/plans;
- Ability to plan and deliver trainings statewide;
- Ability to track and monitor all participants who attend trainings;
- Ability to send training notices and reminders to participant(s) who are required to attend training;
- Ability to begin start up and/or implementation immediately upon the effective date of the contract;
- Ability to market CSTEP statewide;
- Ability to provide continuing education units;
- Experience and ability to collaborate with diverse organizations on training needs and to coordinate the provision of the training with community based organizations, non-profit agencies, county, and state entities; and
- Extensive and substantial experience with administrative, fiscal, and programmatic management including timely and accurate submission of fiscal and program documentation and compliance with all state contract requirements.

VI. Description of CSTEP Requirements

Applicants must include a comprehensive description of proposed program activities that meet the program requirements in Section V.

- A. Describe the applicants experience in administering and implementing a statewide HIV training program.
- B. Describe how the applicant will market and promote CSTEP.
- C. Describe the applicants experience reaching and marketing the target audience.
- D. Describe the applicants experience with conducting statewide needs assessment.
- E. Describe the applicants experience with facilitating in-person, online and webinar training formats.
- F. Describe the applicants experience and programmatic capacity to undertake the proposed work.

- G. Describe the applicants administrative, fiscal, and programmatic experience with internal quality control and budget monitoring procedures that will be employed to ensure that deliverables are timely and that fiscal resources are managed responsibly.
- H. Applicants must include a detailed work plan and timeline as part of the application submission that describes specific and timely activities with deadlines and benchmarks.
- I. Applicants must include a list of program personnel and description of their roles in implementing and administering CSTEP. These personnel must have linguistic and cultural competence to reflect the target audience being served. A biographical sketch for all personnel involved with CSTEP is required. In addition, applicants must submit an organizational chart that reflects all personnel who will be responsible for activities in CSTEP.

VII. Cost of Developing Application

The cost of developing an application is entirely the responsibility of the applicant and shall not be chargeable to the State of California, CDPH, or included in any cost elements of the application.

VIII. Mandatory Letter of Intent

Prospective applicant(s) must submit a Letter of Intent to OA indicating that they intend to submit an application in response to this RFA entitled, "California Statewide Training and Education Program." The Letter of Intent must reference the applicants name, address, telephone number, and also include the contact person's name and email address with a brief description of the applicant. The letter must be signed by the person authorized to legally bind the applicant to the commitment outlined in the application. Applicants will be required to demonstrate the applicants capability to undertake the proposed work as indicated in this RFA.

Submit the Letter of Intent through email at: OACareRFA@cdph.ca.gov no later than Tuesday, December 15, 2015.

IX. RFA Information, Addenda, or Changes

Any clarifications or modifications to this RFA are necessary, all questions and answers, addenda, or changes will be posted on OA's website at: <http://www.cdph.ca.gov/programs/aids/Pages/OARFAListings.aspx>

It is the responsibility of potential applicant to check the website frequently to keep abreast of any clarifications or changes to the RFA.

X. RFA Questions

Notify OA immediately if clarification is needed regarding the services being sought through this RFA. If questions about the RFA instructions or requirements arise, or if a potential applicant discovers errors or inconsistencies in the RFA, notify OA. Submit all questions and issues through email to OACareRFA@cdph.ca.gov and include the following information:

1. Contact name;
2. Telephone number;
3. Description of issue or question; and
4. RFA section, page number, or other identifying information pertinent to the question/issue (if applicable).

OA will only accept questions submitted through email at the above email address. The last day to submit questions is **Wednesday, December 2, 2015**. Questions and answers will be posted on OA's website at: <http://www.cdph.ca.gov/programs/aids/Pages/OARFAListings.aspx> on **Tuesday, December 8, 2015**. OA reserves the right to combine similar questions when posting answers. If clarification on a question is needed, OA will contact the person identified in the email. Applicants who fail to report a known or suspected problem with the RFA, or fail to seek clarification of an issue, are subject to submit an application at their own risk.

XI. Required Content of the Application

The following is the order in which sections of the application must be submitted.

1. Application Cover Sheet

Complete the technical Application Cover Sheet (**Attachment 1** in the Appendix of this RFA). This sheet will serve as the cover page of the application. The person authorized to legally bind the applicant must sign this cover sheet in blue ink.

2. Table of Contents

Include a Table of Contents immediately after the cover sheet. The Table of Contents must display appropriate page numbers for each section listed.

3. Forms/Documentation

Payee Data Record – STD. 204. Please refer to **Attachment 2** in the Appendix of this RFA.

4. CSTEP Requirements (Maximum of 10 pages)

This section of the application must include a comprehensive description of the applicants proposed activities and how the proposed activities will meet CSTEP. Respond to the questions in Description of CSTEP Requirements listed in Section VI of this RFA.

5. Applicants Capacity (Maximum of 10 pages)

This section must describe the applicants capacity to undertake the proposed activities as outlined in Section V. The applicant must be able to successfully meet all requirements of the proposed activities and demonstrate the applicants capability.

6. Work Plan and Timeline (Maximum of 10 pages)

This section of the application must include a description of the applicants plan to implement the proposed activities. It must address the topics described in Section V, CSTEP Requirements. The timeline must indicate activities for the contract term, covering April 1, 2016 through March 31, 2018.

April 1, 2016 through March 31, 2017

April 1, 2017 through March 31, 2018

7. Personnel (Maximum of 5 pages)

This section of the application must describe personnel that will be working on CSTEP activities. Include, at a minimum, the number of personnel, titles, job descriptions, salary, and the estimated percentage of time each person will work on CSTEP. Include the biographical sketches of CSTEP personnel in the appendix section of the application. Describe who will have primary responsibility for coordinating the program and who will exercise major administrative or policy roles. OA reserves the right to approve changes in personnel after a contract is awarded.

An organizational chart for the applicant must be included. Also, include a detailed personnel listing that reflects which personnel have responsibility for the activities of the training program. Organizational charts, biographical sketches, and personnel listings may be included in the application appendix section.

8. Budget (No page limit)

Provide a detailed Budget for each budget period of the contract term from April 1, 2016 through March 31, 2018:

April 1, 2016 through March 31, 2017

April 1, 2017 through March 31, 2018

The Budget must list the following categories: Personnel (position/job title, percentage of time, salary range, salary, fringe, etc.), Operating Expenses (expenses may include office supplies, communication, postage, etc., please itemize), Other Costs (please provide detail), and Indirect Costs. Please refer to Attachment 3 for Budget Detail and Narrative Worksheets.

10. Budget Narrative (No page limit)

Provide a Budget Narrative for each budget period, April 1, 2016 through March 31, 2018:

April 1, 2016 through March 31, 2017

April 1, 2017 through March 31, 2018

The Budget Narrative must explain and justify each budget line item. For example, the Personnel line item must list each position that is funded under this budget. This category must also include a description of the duties and responsibilities of each position, and the percentage of employment time allocation. See **Attachment 3** for a description of what each category must include.

Each line item in the Budget Narrative must include subtotals and totals that match the Budget.

11. Appendix (No page limit)

The appendix section must contain all supplementary and/or required information not included in other sections of the Application. Examples include organizational charts, biographical sketches, personnel listing, letters of support, a copy of the most recent independently audited financial report, and any other information that demonstrates the applicant's ability to provide an optimal level of service as required by this RFA.

XII. Application Submission Requirements

Applicants intending to submit an application are expected to thoroughly examine the entire contents of this RFA and become fully aware of all the deliverables outlined in this RFA. Applications are to be developed based solely on the material contained in this RFA and any written RFA addendum issued by OA.

The format must allow at least one inch margins at the top, bottom, and sides. All pages must be numbered sequentially. The size of the lettering must be at least a 12 point font.

1. Preparation

- a) All applications must be in English.
- b) Applications must be clear and legible.

2. Submission

To be considered complete, application submissions must include the following:

- a) One original application (single sided) with original signatures in blue ink.
- b) Three copies.

Submit all applications to:

Overnight Courier/Hand Delivery	General U.S. Postal Services
Attn: CSTEP RFA 15-10037 Office of AIDS HIV Care Branch California Department of Public Health MS 7700 1616 Capitol Avenue, Suite 616 Sacramento, CA 95814-5052 (916) 449-5900	Attn: CSTEP RFA 15-10037 Office of AIDS HIV Care Branch California Department of Public Health MS 7700 P.O. BOX 997426 Sacramento, CA 95899-7426 (916) 449-5900

3. Application Deadline

- a) All applications must be received by OA no later than **5:00 p.m. on Thursday, January 14, 2016**. Packages received after the deadline will be returned without review. Faxes, electronic submissions, or postmarks will not be accepted in lieu of these requirements.
- b) Please be advised that CDPH’s internal processing of U.S. mail may add 48 hours or more to the delivery time. If applications are mailed, applicants are encouraged to use an overnight courier service that requires a signature or receipt upon delivery. If applications will be hand delivered, allow sufficient time to locate parking and sign in at the security desk. **Late applications will not be accepted.**

XIII. Application Evaluation Process

Shortly after the application submission deadline, OA will evaluate each application to determine the responsiveness to the RFA requirements. Applications found to be non-responsive at any stage of the evaluation, for any reason, will be rejected from further consideration.

OA may reject any or all applications and may waive any material defect in any application. OA's waiver of any material defect shall in no way excuse the applicant from full compliance with the contract terms if the applicant is awarded the contract.

1. Grounds for Rejection

Circumstances that will cause an application package to be deemed non-responsive include:

- Receipt of the application after 5:00 p.m., on **Thursday, January 14, 2016**, set forth in this RFA;
- Failure to submit a Letter of Intent by **Tuesday, December 15, 2015**, the deadline required by this RFA;
- Failure to complete and sign all required forms and attachments as instructed in this RFA or as instructed in the attachments;
- Failure to meet format or procedural submission requirements;
- Applicant provides inaccurate, false, or misleading information or statements;
- Applicant is unwilling or unable to fully comply with proposed contract terms;
- Applicant supplies cost information that is conditional, incomplete, or contains any unsigned material, alterations, or irregularities; and
- Applicant does not meet the requirements set forth in this RFA.

2. Application Review Process

Applications that meet the format requirements and minimum qualifications and that contain all of the required forms and documentation will be submitted to an evaluation committee assembled by OA who will assign numeric scores to each responsive application. Each application will be reviewed and scored based upon the adequacy and thoroughness of its response to OA's needs and RFA requirements.

The evaluation criteria are shown below along with the maximum number of points possible. Application scores may range from 0-100 points.

Only applications receiving a score of 70 points or more will be considered for funding. Applications receiving a score of less than 70 points will be considered technically deficient and will not be considered for funding. There is no guarantee that scoring above 70 will result in funding or funding at the level indicated.

OA may, at its sole discretion, correct any obvious mathematical or clerical errors.

OA reserves the right to reject any or all applications without remedy to the applicants. There is no guarantee that a contract will be awarded after the evaluation of all applications if, in the opinion of OA, none of the applications meet OA's needs.

<u>Category</u>	<u>Maximum Scores</u>
CSTEP Description	25 Points
Applicant Capacity	25 Points
Personnel	25 Points
Work Plan and Timeline	15 Points
Budget and Budget Narrative	10 Points
Total	100 points

3. Application Evaluation Criteria

Examples of specific evaluation criteria, which will be used to score each responsive application include:

CSTEP Description Maximum Score: 25 Points

- To what extent does the description show an overall understanding of CSTEP?
- To what extent does the applicant describe methods to market CSTEP?
- To what extent does the proposed training program appear to meet the requirements set out by this RFA in section V?
- To what extent are the activities clear, measurable, appropriate, and specific to the CSTEP requirements in this RFA?
- To what extent does the applicant describe methods to reach the target audience of this RFA?
- To what extent are the proposed activities comprehensive and complete?

Applicant Capacity Maximum Score: 25 points

- To what extent does the applicant demonstrate the ability and capacity to undertake the proposed work?
- To what extent does the applicant demonstrate capability and experience in ensuring timely and appropriate implementation and ongoing activities of CSTEP?
- To what extent does the applicant demonstrate the ability to conduct a statewide needs assessment?
- To what extent does the applicant demonstrate their ability to collaborate with diverse organizations, community based organizations, nonprofit organizations, county and state entities?
- To what extent does the applicant demonstrate the ability to secure professionals with training facilitation, curriculum development, HIV disease, health care systems, and health literacy content expertise?
- To what extent does the applicant demonstrate administrative, fiscal, and programmatic management controls to manage a program of this type? In addition, does the applicant demonstrate the ability to provide deliverables in a timely manner and manage fiscal resources responsibly?

Personnel

Maximum Score: 25 Points

- To what extent does the applicant adequately demonstrate qualified personnel to fully plan, implement, and administer CSTEP?
- Do the biographical sketches provided by the applicant provide adequate and qualified personnel to perform the proposed work?
- To what extent does the applicant adequately describe how CSTEP will be organized and staffed?

Work Plan and Timeline

Maximum Score: 15 Points

- To what extent is the work plan and timeline realistic and achievable?
- To what extent is the work plan and timeline reflective of the program requirements?

Budget Detail and Budget Narrative

Maximum Score: 10 Points

- To what extent is the Budget Detail reasonable for the proposed quantity and quality of activities in the CSTEP Description and does the Budget Narrative provide the level of detail requested in this RFA? **Attachments 3** provides a sample of a detailed budget format and **Attachment 4** provides a budget narrative description.

XIV. Notification of Intent to Award

Notification of the State's intent to award a contract for CSTEP will be posted by **on Thursday, February 4, 2016**, on OA's website at:

<http://www.cdph.ca.gov/programs/aids/Pages/OARFAListings.aspx>

XV. Disposition of Award Materials

All materials submitted in response to this RFA will become the property of OA and are subject to the Public Records Act (Government Code Section 6250, et seq.). OA shall have the right to use all ideas or adaptations of the ideas contained in any application received. The selection or rejection of an application will not affect this right. Within the constraints of applicable law, OA shall use its best efforts not to publicly release any information contained in the applications which is privileged under Evidence Code Sections 1040 (privileged official record) and 1060 (privileged trade secret) and which is clearly marked "Confidential" or information that is protected under the Information Practices Act.

XVI. Contract Award Appeal Procedures

An applicant who has submitted an application that was not funded may file an appeal with OA. Appeals must state the reason, law, rule, regulation, or practice that the applicant believes has been improperly applied in regard to the

evaluation or selection process. There is no appeal process for applications that are submitted late or are incomplete.

Appeals shall be limited to the following grounds:

- OA failed to correctly apply the standards for reviewing the format requirements or evaluating the applicant as specified in the RFA.
- OA failed to follow the methods for evaluating and scoring the applications as specified in the RFA.

Appeals must be sent by express mail, and received by OA **no later than Thursday, February 18, 2016**. Hand delivery, fax, U.S. Postal Service, and email will not be accepted.

Appeals are to be labeled and addressed as follows:

Overnight Courier:
Office of AIDS HIV Care Branch California Department of Public Health MS 7700 1616 Capitol Avenue, Suite 616 Sacramento, CA 95814-5052 (916) 449-5900

At the sole discretion of the Division Chief of OA, or his/her designee, may hold an appeal hearing with each appellant and then come to a decision based on the combination of the written appeal letter and the evidence presented at the hearing. The decision of the Division Chief of OA, or designee, shall be the final remedy. Appellants will be notified in writing within 15 days of their hearing date or the consideration of the written appeal letter if no hearing is held.

OA reserves the right to award the contract when it believes that all appeals have been resolved, withdrawn, or responded to the satisfaction of OA.

XVII. Miscellaneous RFA Information

The issuance of this RFA does not constitute a commitment by OA to award a contract. OA reserves the right to reject any or all applications or to cancel this RFA if it is in the best interest of OA to do so.

In the event a contract is entered into, but later terminated, OA may enter into a contract with the available entity or organization having the next highest score in the evaluation process and so on for completing the remaining contract work.

In the case of any inconsistency or conflict between the provisions of the resulting contract such as this RFA, addenda to this RFA, and/or an applicant's response, such inconsistencies or conflicts will be resolved by first giving precedence to the contract, then to this RFA, any addenda, and lastly, to the applicant's response.

In regards to governing contracts awarded by competitive bid, OA reserves the right to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

XVIII. Contract Terms and Conditions

The successful applicant must enter into a written agreement that incorporates by reference, this RFA as well as the applicant's response to this RFA, CSTEP description, budget detail, and standard State contract provisions. Other exhibits, not identified herein, may also appear in the resulting agreement. The exhibits contain contractual terms that require strict adherence to various laws and contracting policies. Please refer to **Attachment 5** for Contractual Terms and Conditions. It is suggested that applicants carefully review the Contractual Terms and Conditions for any impact on their application and/or to determine if the applicant will be able to comply with the stated terms and conditions.

Upon award of the contract, an approved Scope of Work, Budget, and Budget Narrative must be submitted to OA.

A teleconference with the selected applicant and OA shall take place within 60 days after release of the Notice of Intent to Award. The purpose of the meeting will be to assure a common understanding of contract purposes, terms, budgets, timelines, and related issues.

XIX. Appendix

Attachment 1: Application Cover Sheet

Attachment 2: Payee Data Record – STD. 204

Attachment 3: Budget Detail and Narrative Worksheets

Attachment 4: Budget Narrative Description

Attachment 5: Contractual Terms and Conditions