

Ordinance 01-14

An Ordinance of Supplemental Appropriation and Budget Transfer for Administration, Education, Health and Human Services, and Permanent Initiative of the Mille Lacs Band Tribal Government for Fiscal Years ending September 30, 2013 and September 30, 2014.

The District III Representative introduced the following Bill on the 24th day of October, 2013.

Preamble

It is enacted by the Band Assembly of the Mille Lacs Band of Ojibwe for the purpose of appropriating for Administration, Education, Health and Human Services, and Permanent Initiative for the Fiscal Years ending September 30, 2013 and September 30, 2014.

Title I

Section 1: Governmental Operations. The Band Assembly hereby appropriates and authorizes expenditures for Administration, Education, Health and Human Services, and Permanent Initiative for the Fiscal Years ending September 30, 2013 and September 30, 2014.

Section 1.01: Amendment to Section 1.02. The Band Assembly hereby appropriates and authorizes the expenditure of: One thousand dollars and no cents (\$1,000.00) for Information Systems 100-225 additional grant funds for the Blandin Community Broadband Program planning under **Administration** which amends the **Total Fiscal Year 2013 Mille Lacs Band Tribal Operations** to read: Ninety seven million thirty eight thousand fifty eight dollars and fifty cents (\$97,038,058.50); and

Section 1.01: Amendment to Section 1.02. The Band Assembly hereby appropriates and authorizes the expenditure of: Two hundred fifty thousand dollars and no cents (\$250,000.00) for Public Health (NPHII) CDC grant 220-447; Thirty four thousand five hundred eight dollars and no cents (\$34,508.00) for WIC 220-447 grant under **Health and Human Services**; Sixty four thousand two hundred dollars and no cents (\$64,200.00) for Math Counts 201-337 grant under **Education** which amends the **Total Fiscal Year 2014 Mille Lacs Band Tribal Operations** to read: currently operating on a continuing resolution 15-04-258-13; and

Fifty thousand dollars and no cents (\$50,000.00) for Real Estate 250-595 for the acquisition of the Lindquist property in DI under **Permanent Initiative** which amends the **Total Fiscal Year 2014 Mille Lacs Band Permanent Initiative** to read: Five hundred fifteen thousand dollars and no cents (\$515,000.00); and

Section 1.02: The Band Assembly hereby appropriates and authorizes the expenditure of supplemental programmatic funds for the following:

<u>Tribal Operation Fiscal Year 2013</u>	<u>Supplemental</u>	<u>Amended Amount</u>
Administration		
Information Systems 100-225 additional grant funds For Blandin Community Broadband Program apb 092613	\$1,000.00	\$13,929,761.88
<u>Tribal Operation Fiscal Year 2014</u>	<u>Supplemental</u>	<u>Amended Amount</u>
Health and Human Services		
Public Health (NPHI) 220- 447 CDC grant Apb 100913 #17	\$ 250,000.00	
WIC 220-450 grant Apb 100913 #18	\$ 34,508.00	\$ 284,508.00
Education		
Math Counts BIE Self-Governance 201-337 Apb 100913 #16	\$ 64,200.00	\$ 83,206.00
Permanent Initiative		
Real Estate 250-595 Permanent Initiative Acquisition of the Lindquist Property in DI apb 100913 #15	\$ 50,000.00	\$ 515,000.00

Section 1.03: The Band Assembly hereby authorizes Commissioners to approve budgetary revisions within programs up to **\$10,000.00** provided that the revisions are allowable under grant provisions, if applicable and that sufficient funds are available for the revision. For revisions over **\$10,000.00**, the Band Assembly hereby authorizes the Administration Policy Board to approve budget revisions within programs of up to 50% of the total programs budget within a given budget line if the program is under **\$100,000.00** and up to 20% if the program is **\$100,000.00** or greater.

Section 1.04: All funds appropriated for federal, state and private grant funds shall be appropriated to align with the grant term so as to automatically carry-over to the next Fiscal Year if appropriated funds remain and if the grant is not completed within Fiscal Year 2013. If, for any reason, the grant term runs over the original end date causing costs to exceed the original appropriated amount, the Band Assembly must be notified so as to take appropriate action. In addition, Band Assembly hereby appropriates and authorizes the expenditure of all federal, state and private grant funds only after receipt by Band Assembly, of signed award letter from grantor agency.

All funds appropriated are maximum fund amounts and shall not be exceeded.

Ordinance 01-14
(Band Assembly Bill 15-04-01-14)

Introduced to the Band Assembly on this
Twenty fourth of October in the year
Two thousand thirteen.

Passed by the Band Assembly on this
Twenty fourth of October in the year
Two thousand thirteen.



Curt Kalk
Curt Kalk, Speaker of the Assembly

APPROVED
Date: October 28, 2013



Melanie Benjamin
Melanie Benjamin, Chief Executive

OFFICIAL SEAL OF THE BAND

ROLL CALL VOTE

Sam Moose --Aye
Katie Draper --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

REQUEST FOR APPROPRIATION

The Commissioner of Education made a motion to approve and forward to Band Assembly for approval the following request for appropriation:

Administration

FY 2013 – Information Systems 100-225 - \$1,000.00 – request appropriation of additional grant funds for the Blandin Community Broadband Program Planning grant as submitted (attachment #17)

The Commissioner of Health & Human Services seconded the motion.

The Assistant Commissioner of Administration the additional funds were to assist in meeting mileage and meeting expenses.

ROLL CALL VOTE

Sam Moose --Aye
Katie Draper --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

OTHER

The Commissioner of Health & Human Services noted the following for the record:

Health & Human Services

Contract Health – moving oversight under the Health Benefits Administrator (Circle of Health/HHS)

The goal is to organize both Contract Health and Circle of Health to ensure good communication between the two departments, a good workflow with regard to paying insurance claims, making sure Medicare Like Rates are available to the Band and ensuring the Band is able to take advantage of the Affordable Care Act and Health Exchange. As well as improving services to Band members. The opportunity to access an increased amount of Federal dollars through all these changes also exists.

The Commissioner of Health & Human Services made a motion to adjourn.

The Commissioner of Community Development seconded the motion.

The meeting was adjourned at 11:12 a.m.

Michele Palomaki
Michele Palomaki
Assistant Commissioner of Administration

9-30-13
Date

Melanie Benjamin
Melanie Benjamin
Chief Executive

September 30, 2013
Date

#17

INTEROFFICE MEMORANDUM



TO: ADMINISTRATION POLICY BOARD AND BAND ASSEMBLY
FROM: MICHELE PALOMAKI, ASSISTANT COMMISSIONER OF
ADMINISTRATION
DATE: SEPTEMBER 25, 2013
SUBJECT: REQUEST FOR APPROPRIATION



Administration is requesting Administration Policy Board and Band Assembly approval of an appropriation request in the amount of \$1,000.00 from the Blandin Foundation as additional funds for the Blandin Community Broadband Program Planning grant.

Budget Revision Spreadsheet

#17

Mille Lacs Band of Ojibwe		Date		9/25/2013	
Budget Revision/Modification					
Department	100-225	FY 2013			
Program Name	Information Systems				
Source of Revenue	Check or	Amount			
Blandin Grant		1,000.00			
State Grant		-			
Net Revenue		-			
Program Transfer		-			
Income		-			
Total Revenue		1,000.00			
Expenditures:	Account Code	Available Balance	Increase	Decrease	Revised Amount
Salaries	4000				-
Health	4105				-
Life	4106				-
Disability	4107				-
Dental	4108				-
Work Comp	4109				-
Unemployment	4110				-
Retirement	4111				-
FICA E/S	4112				-
Contract Services	4300				-
Tele system consultg	4301				-
Non- Local Travel	4450				-
Communication	4500				-
Postage	4550				-
Training	5000		400.00		400.00
Legal	5100				-
Miscellaneous	5700		600.00		600.00
Office Supplies	6100				-
Insurance	6120				-
Printing/Copy	6300				-
Program Supplies	6400				-
Office Rent	6500				-
Mail Meter Lease	6501				-
Equipment repair	6600				-
Donations	6668				-
Utilities	6700				-
Small Equipment	7000				-
Equipment	7100				-
IDC	9010				-
Totals:		\$ -	\$ 1,000.00	\$ -	1,000.00
		Date 9-26-13			
Director Signature	Date	Commissioner/Authorized Signer Signature		Date	
				Date 9/30	

60828
03/28/2013

Blandin Foundation
V16629 Mille Lacs Band of Ojibwe

Date	Invoice	Memo	Orig. Amt	7 Amt. Due	Amount
03/06/2013	PMT-000082668		1,000.00	1,000.00	1,000.00
13-01808	Blandin Community Broadband Program planning grant				
13-01808 Blandin Community Broadband Program planning grant					1,000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

Wells Fargo
Grand Rapids, MN 55744

17-1
910

DATE 03/28/2013

60828

VICE PRESIDENT

Wesley F. Smith
PRESIDENT & CEO

Yathleen Amette

PAY One Thousand Dollars and 00/100 Cents

TO THE ORDER OF
Mille Lacs Band of Ojibwe
43408 Oodena Dr
Onamia MN 56359

\$ ****1,000.00

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK—HOLD AT AN ANGLE TO VIEW

100-225-570-6W
100-225-570-4W

⑈00060828⑈ ⑆091000019⑆5454303495⑈

COPY

**ADMINISTRATION POLICY BOARD
REGULAR MEETING
SEPTEMBER 26, 2013 – BAND ASSEMBLY
DISTRICT 1 GOVERNMENT CENTER UPSTAIRS MEETING ROOM**

The Assistant Commissioner of Administration called the meeting to order at 10:35 a.m.

MEMBERS PRESENT

Michele Palomaki, Assistant Commissioner of Administration
Katie Draper, Commissioner of Community Development
Suzanne Wise, Commissioner of Education
Sam Moose, Commissioner of Health & Human Services

MEMBERS ABSENT

Commissioner of Administration
Commissioner of Natural Resources

QUORUM PRESENT

OTHERS PRESENT

Peter Nayquonabe, Deputy Officer of External Affairs
Cyrilla Bauer, Human Resources Director
Craig Hansen, TERO Director
Angel Oehrlein, Executive Assistant of Administration

Approval of Agenda

The Commissioner of Education made a motion to approve the September 26, 2013, Administration Policy Board for Band Assembly approval agenda. The Commissioner of Health & Human Services seconded the motion. (attachment #1)

ROLL CALL VOTE

Sam Moose --Aye
Katie Draper --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

CONTRACTS

The Commissioner of Community Development made a motion to approve and forward to Band Assembly for approval the following contracts and contract addendums:

Community Development

Nelson-Degerstrom Construction, LLC - \$3,900.00 – addendum to contract to provide materials and labor for additional repairs needed as a part of renovation a rental unit in Sandstone for total contract amount of 150,900.00 as submitted (attachment #2)

R & R Landscaping & Construction, Inc. – addendum to contract documenting changes in renovation work scope of a rental unit in D2A resulting in the same contract amount as original of \$87,200.00 as submitted (attachment #3)

- Anderson Brothers Construction – addendum #5 to contract correcting final amount to \$283,267.22 for the street paving project for the D2 Community Center funded by a BIA grant as submitted (attachment #4)**
- SCR - \$75,000.00 – annual contract providing servicing of heating, cooling, HVAC and control systems for the MLB Facilities in D1, 2, 2A and 3 as submitted (attachment #5)**
- The Stenslie Construction Co. LLC - \$109,800.00 – to provide materials and labor for renovation of two (2) rental units in D1 as submitted (attachment #6)**
- Double D Construction - \$15,573.00 – addendum to contract to provide materials and labor for additional repairs to be completed at the Timber Trails duplex due to vandalism for total contract amount of \$115,473.00 as submitted (attachment #7)**
- R & R Landscaping & Construction - \$4,000.00 – addendum to contract to provide materials and labor for additional work to be completed as part of a rental unit renovation in McGregor for total contract amount of \$48,900.00 as submitted (attachment #8)**
- R & R Landscaping & Construction - \$58,900.00 – to provide materials and labor for renovation of a rental unit in D1 as submitted (attachment #9)**
- Nelson Degerstrom Construction - \$82,650.00 – to provide materials and labor for an Elder home renovation in Sandstone as submitted (attachment #10)**
- SCR Companies - \$8,000.00 – addendum to contract to cover remaining service work prior to the end of the fiscal year for total contract amount of \$73,000.00 as submitted (attachment #11)**
- In-Law Construction - \$56,190.00 – to provide materials and labor for renovation of a rental unit in Hinckley as submitted (attachment #12)**

Health & Human Services

- Mille Lacs Health System - \$51,990.00 – to provide medical services including clinic time and medical records dictation through September 30, 2014, as submitted (attachment #13)**
- Avtex Group - \$26,400.00 – to provide computer network engineering services for MLB Health & Human Services HHS Network Project Phases 4, 5 & 6 Avtex Part 2 – Design B through September 30, 2015, as submitted (attachment #14)**

The Commissioner of Health & Human Services seconded the motion.

The contract to cover damage from vandalism was between completion and occupancy of the home.

ROLL CALL VOTE

Sam Moose --Aye
Katie Draper --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

The Commissioner of Health & Human Services made a motion to approve and forward to Band Assembly for approval the following contracts:

Band Member Legal Aid

Damien F. Toven - \$25,000.00 – to provide representation of Band members in one-half of civil cases BMLA is unable to, due to a conflict of interest in Tribal Court through September 30, 2014, as submitted (attachment #15)

Ethan J. Allen - \$25,000.00 – to provide representation of Band members in civil cases BMLA is unable to, due to a conflict of interest in Aitkin, Mille Lacs and Pine Counties along with one-half the cases in Tribal Court through September 30, 2014, as submitted (attachment #16)

The Commissioner of Health and Human Services seconded the motion.

As explained by BMLA attorney Ron Walters, conflict exists when both sides seek services through BMLA. Ethically, there can't be representation by the same office for both parties. BMLA has reduced the costs of criminal cases by no longer providing conflict attorney services in criminal cases. Allowing an increase of contracts for representation in civil cases where conflict exists. Letters were sent to clients informing them of the discontinuation of services for conflict criminal cases. Each contractor currently has approximately 33 open cases and have closed between 15 and 20 this year with the average per case cost of \$500. Basic attorney fees are \$100 - \$200 per hour. Services are for a flat yearly rate and do not include contractor charges for travel time, mileage or any other usual expenses. Performance is gauged by complaints received from clients. There have been far fewer complaints with these multi-year contractors as they have developed relationships with the clientele and seemingly work well with them by responding timely in all matters of their cases. Response time was the main complaint with previous contractors. There is concern with the supervision of the BMLA department being under the Solicitor General a conflict of interest may exist when cases are involving a Band department represented by the Solicitor's office and a Band member represented by BMLA. Identified as a concern of the Administration Policy Board since the creation of the BMLA department. Additionally, it could be construed a conflict exists with the Managing Attorney basically overseeing these contracts. Attorneys must ethically provide basics services to any and all clients as their oath states. These contractors are proven to be ethically sound and provide good service to the clients they handle.

**ADMINISTRATION POLICY BOARD
REGULAR MEETING
OCTOBER 9, 2013 – BAND ASSEMBLY
DISTRICT 2 EAST LAKE COMMUNITY CENTER CONFERENCE ROOM**

The Assistant Commissioner of Administration called the meeting to order at 11:33 a.m.

MEMBERS PRESENT

Michele Palomaki, Assistant Commissioner of Administration
Katie Draper, Commissioner of Community Development
Suzanne Wise, Commissioner of Education
Sam Moose, Commissioner of Health & Human Services

MEMBERS ABSENT

Commissioner of Administration
Commissioner of Natural Resources

QUORUM PRESENT

OTHERS PRESENT

Sara Rice, Deputy Assistant
Cyrilla Bauer, Human Resources Director
Angel Oehrlein, Executive Assistant of Administration

Approval of Agenda

The Commissioner of Education made a motion to approve the October 9, 2013, Administration Policy Board for Band Assembly approval agenda with additions. The Commissioner of Health & Human Services seconded the motion. (attachment #1)

ROLL CALL VOTE

Katie Draper --Aye
Sam Moose --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

CONTRACTS

The Commissioner of Community Development made a motion to approve and forward to Band Assembly for approval the following contracts and contract addendums:

Community Development

- Cobra Construction, Inc. – addendum to contract to extend the expiration date to 11/30/13 for construction of the new D1 Traditional Grounds Building as submitted (attachment #2)**
- First Construction Restoration – addendum to contract to extend the expiration date to 10/31/13 for renovation of two (2) rental units and one (1) Elder home in D2A as submitted (attachment #3)**
- Nelson Degerstrom Construction - \$49,900.00 – to provide materials and labor for renovation of a rental unit located in Hinckley as submitted (attachment #4)**

- The Stenslie Construction Co. LLC - \$82,850.00 – to provide materials and labor for renovation of a rental unit in D1 as submitted (attachment #5)**
- Ebert Construction \$1,382,650.00 – to provide labor and materials for construction of the new D1 Pow Wow Arena as submitted (attachment #6)**
- Double D Construction - \$152,076.00 – to provide labor and materials for construction of a new Elder HIP (Housing Improvement Program) home in McGregor as submitted (attachment #7)**
- Nelson Degerstrom Construction - \$9,200.00 – addendum to contract to provide materials and labor for completing additional repairs as part of renovating a rental unit in D3 for total contract amount of \$160,100.00 as submitted (attachment #8)**
- Nelson Degerstrom Construction - \$69,600.00 – to provide materials and labor for renovating an Elder home in Hinckley as submitted (attachment #9)**
- Widseth Smith Nolting – addendum to contract to extend the expiration date to 12/31/13 to provide engineering services for the Zhingwaak Oodena Phase II Subdivision in D3 as submitted (attachment #10)**
- R & R Landscaping & Construction - \$78,200.00 – to provide materials and labor for renovation of a rental unit in Onamia as submitted (attachment #11)**

Education

- Mid-State Education District #6979 - \$28,300.00 – to provide a school psychologist and an audiologist as well as training at NASS through September 30, 2014, as submitted (attachment #12)**

Health & Human Services

- Crosby Eye Clinic - \$52,800.00 – to provide optometric and optician services at Ne la Shing Clinics through September 30, 2014, as submitted (attachment #13)**
- Rizvi Dental - \$75,400.00 – to provide specialty dental services including sedation and dental implants through September 30, 2014, as submitted (attachment #14)**

The Commissioner of Health & Human Services seconded the motion.

Community Development is exploring more education opportunities for tenants and is working closely to assist them in understanding the terms of lease agreements along with maintenance upkeep responsibilities. Creating a process for charging back renovation costs is still being worked on. The dental contract covers one day weekly for the year. Dental is working towards preventative care and consistent proper hygiene prior to any implant as there is limited insurance coverage and they are finding without the proper preventative care implants are only lasting one to two years. Costs increase with scheduling no shows even though dental attempts to fill with patients with emergencies and future appointments. Pain management is controlled through the pharmacy by internal history kept on prescriptions. HHS will continue to work with Circle of Health in possibly adjusting amounts covered for various services such as eye

glasses due to inflation of costs. Inventory rotation will be encouraged with the vendor as well.

ROLL CALL VOTE

Katie Draper --Aye
Sam Moose --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

REQUEST FOR APPROPRIATION

The Commissioner of Education made a motion to approve and forward to Band Assembly for approval the following requests for appropriation:

Natural Resources

FY 2014 – Real Estate 250-595 - \$50,000.00 – request appropriation of Permanent Initiative funds for the acquisition of the Lindquist property in D1 as submitted (attachment #15)

Education

FY 2014 – Math Counts 201-337 - \$64,200.00 – request appropriation of new grant funds as submitted (attachment #16)

Health & Human Services

FY 2014 – Public Health (NPHII) 220-447 - \$250,000.00 – request appropriation of CDC grant funds as submitted (attachment #17)

FY 2014 – WIC 220-450 - \$34,508.00 – request appropriation of grant funds as submitted (attachment #18)

The Commissioner of Community Development seconded the motion.

ROLL CALL VOTE

Katie Draper --Aye
Sam Moose --Aye
Suzanne Wise --Aye

3- For 0- Against 0- Silent Motion Carried

OTHER

The Assistant Commissioner of Administration noted the following for the record:

Tribal Police/Tribal Court

Memorandum of Agreement – coordination of efforts for the position of Bailiff/Officer as submitted (attachment #19)

The Commissioner of Health & Human Services made a motion to adjourn.

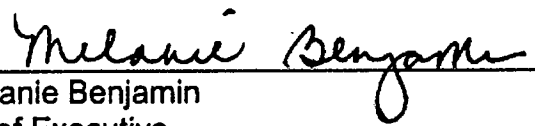
The Commissioner of Community Development seconded the motion.

The meeting was adjourned at 11:09 p.m.



Michele Palomaki
Assistant Commissioner of Administration

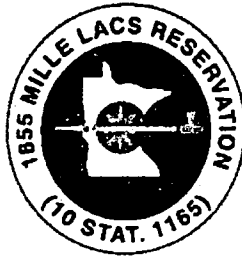
10-11-13
Date



Melanie Benjamin
Chief Executive

10-11-13
Date

#15



INTEROFFICE MEMO

Date: October 2, 2013
To: APB, Band Assembly
From: Michele Palomaki, Assistant Commissioner of Administration
RE: Appropriations for Acquisition of the Lindquist Property in District I
CC: Bradley Kalk, Executive Director of Natural Resources
Lisa Johnson, Director of Real Estate

The Mille Lacs Band Real Estate Department is requesting appropriations for fiscal year 2014 in the amount of \$50,000 from the Permanent Initiative funds for the acquisition of a 40 acre parcel of property located on Highway 169 within the 1855 Reservation boundary. Please see the attached map for location. The property is located just north of Stevens Road on the East side of Hwy 169. The location may be ideal for placing a sign welcoming people to the Mille Lacs Reservation.

The appraised value of the appraisal is \$46,000.00. They have agreed to the purchase price of \$46,000.00 upon approval of Band appropriations. The remainder of the appropriations would be for any additional fees associated with closing costs. The budget line item for this acquisition is 250-595-7301.

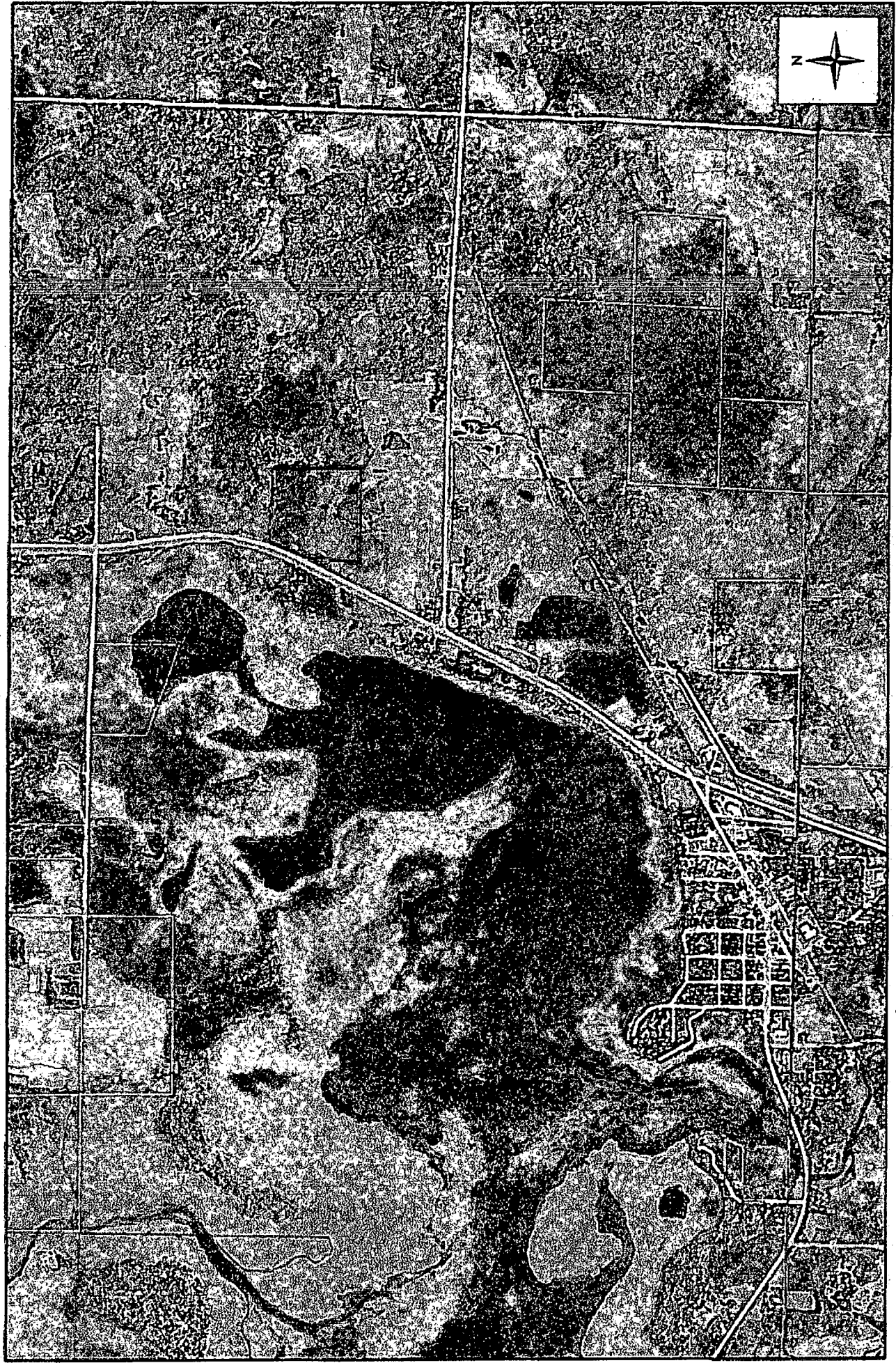
Please contact Lisa Johnson, at 7552 if you have any questions regarding the contents of this memo.

Budget Revision Spreadsheet

#15

Mille Lacs Band of Ojibwe		Date		10/2/2013	
Budget Revision					
Department		250-595			
Program Name		REAL ESTATE			
Source of Revenue		Check OFF	Amount	Check OFF	Revision Type
	Federal Grant			X	Increase in Revenue and Expenditures
	State Grant				Contingency Fund Utilization
	Net Revenue				Increased Expenditures without
	Carryover				Increase in Revenue
	Program Transfer				Carry Over
	Income				
	Total Revenue				
Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount
Salaries	4000				
Health	4105				
Life	4106				
Disability	4107				
Dental	4108				
Work Comp	4109				
Unemployment	4110				
Retirement	4111				
FICA E/S	4112				
Real Estate Land Acq. Cons	4300				
1855 Treaty Contracts	4301				
Real Estate Local MI/age	4400				
Real Estate Non Local Travel	4450				
Real Estate Communication	4500				
Real Estate Postage	4550				
Real Estate Training	5000				
Land Acquis Misc Expense	5700				
Real Estate Office Supplies	6100				
RE Land Acquis- Title Ins.	6120				
Program Supplies	6400				
RE Land Acquis. Maint. Supplies	6600				
Real Estate Donation	6688				
RE Land Acquis. Property Tax	6913				
1855 Treaty Program Activities	6800				
RE Land Acquis. Equipment	7100				
RE Land Acquis. - Net Revenue	7300				
Dist I Land Acquisition	7301		50,000.00		50,000.00
Dist II Land Acquisition	7302				
Dist III Land Acquisition	7303				
RE Land Acquis. IDC TRA	9010				
Totals:			50,000.00		50,000.00
DNR Commissioner Signature	<i>[Signature]</i>	Date	10-4-13	Administration Policy Board	Date
					10-11-13

Highway 169
D1



Boundaries are approximate and are used for reference only



#16

***Nay Ah Shing Abinoojiiyag School
Mille Lacs Band of Ojibwe***

*Principal: Silvia Norberg
Commissioner of Education: Suzanne Wise
Nay Ah Shing School Board: Kimberly Kegg, Joseph Nayquonabe, Sr.,
Semira Kimpson, , Rick Dunkley, and Eloise Wind*

Date: October 7, 2013
To: APB
From: Silvia Norberg *SN*
Principal, NASS Abinoojiiyag School
Subject: Math Funding Appropriation
CC: Suzanne Wise, Commissioner of Education
OMB

The Bureau of Indian Education has awarded the Mille Lacs Band of Ojibwe Nay Ah Shing School, with \$64,200 to implement Math Counts Program. Please appropriate these funds to Nay Ah Shing Math Counts acct code 201-337.

Enclosed: Allocation distribution document NO. 13-0232 # 14

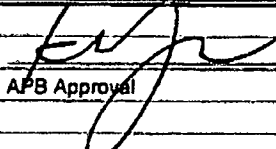
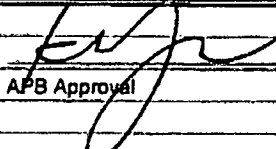
***43521 Oodena Drive, Onamia MN 56359 ·
Tel: Elementary School 320-532-4690 Fax: 320-532-44718***

#16

Mille Lacs Band of Ojibwe		Date 10/7/2013	
Budget Revision/Modification			
Department	201-337	FY 2013	
Program Name	Math Counts		

Source of Revenue	Check or	Amount
Federal Grant		
2012 BIE Revenue		
2014 Revenue		64,200.00
Carryover		
Program Transfer		
Income		-
Total Revenue		64,200.00

Expenditures:	Account Code	Available Balance	Increase	Decrease	Revised Amount
Salaries	4000		50,000.00		50,000.00
Health Ins	4105		2,000.00		2,000.00
Life Ins	4106		1,000.00		1,000.00
Disability Ins	4107		1,000.00		1,000.00
Dental Ins	4108		2,000.00		2,000.00
Work Comp	4109				-
Unemployment	4110				-
Retirement	4111				-
FICA E/S	4112		2,000.00		2,000.00
Contract Services	4300				-
Local travel	4400		200.00		200.00
Non- Local Travel	4450				-
Communication	4500				-
Postage	4550				-
Training	5000		1,000.00		1,000.00
Misc	5700				-
Office Supplies	6100				-
Classroom Supplies	6200		5,000.00		5,000.00
Box Top Expense	6201				-
Copying Lease	6300				-
Food Supplies	6400				-
Donations	6668				-
Program Activities	6800				-
Student/Staff Incentives	6801				-
Equipment	7100				-
Totals:		\$ -	\$ 64,200.00	\$ -	64,200.00

Commissioner/Authorized Signer Signature	Date	APB Approval	Date
			10-11-13

#14

ALLOCATION DISTRIBUTION DOCUMENT

TO Education Line Officer

UNIT NO. AADD53F180

UNIT NAME Nay Ah Shing School

COPIES Recipient; D00100

APPROPRIATION SYMBOL AND TITLE: 14-2/3-2100 Operation of Indian Programs FY 2/3.

FUND	FUNCTIONAL AREA PROGRAM ENHANCEMENT	INCREASE
123A2100DD	A0B432020.000000	9,64,200

REMARKS: This distribution is made pursuant to H.R. 2055, P.L. 112-74, Consolidated Appropriations Act, 2012, signed December 23, 2011. [CFDA No. 15.151]

PURPOSE: Distribution of BFY 2012-2013 Enhancement funds to implement the Math Counts Program.

NOTE: If this distribution issues the recipient more funds than the recipient will be eligible to receive, the amount of funds received that is greater than the amount the recipient is eligible to receive will be withdrawn when the final SY 2012-2013 distribution is made. (Public Law 107-110 Sec. 1130(a)(2)(C); The No Child Left Behind Act of 2001, requires that any overpayments made to tribal schools shall be returned to the Secretary not later than 30 days after the final determination that the school was overpaid.)

CONDITIONS: These funds are subject to the conditions and restrictions contained in IAM Part 26 Chapter 2.

FUNDS AVAILABLE FOR OBLIGATION 07/01/2012 - 09/30/2013

PREVIOUS BFY 2012-2013 DISTRIBUTION	\$0
FFB BFY 2012-2013 INCREASE	\$564,200
FEMS BFY 2012-2013 TOTAL	\$564,200

APPROVED BY : Isabel M. Chock FOR ACTING DIRECTOR, BUREAU OF INDIAN EDUCATION DATE APPROVED 08/13/13

RECEIVED BY : [Signature] EDUCATION LINE OFFICER DATE RECEIVED 8/16/13

(The recipient is to return a signed copy to C.O., Bureau of Indian Education, Code D00100, to verify receipt of this Distribution Document.)

AREA/AGENCY : : : : : Midwest/Minneapolis F53E18

Bureau of Indian Education - FORM 21 Grant Agreement/Amendment

(1) EFFECTIVE DATE: July 1 2013

(2) AMENDMENT NO. 14

(3) GRANT NO. A12AV01590

VENDOR NO: GTF53X51313

(4) ISSUED BY: Department of the Interior
Bureau of Indian Education
2001 Killbrew Dr. Suite 122
Bloomington, MN 55425

(5) ISSUED TO: GRANT ORGANIZATION & ADDRESS
Nay-Ah-Shing School Board
HCR 67, Box 194
Onamia, MN 56359

(6) BUREAU ADMINISTRATOR

a. Name: Everett Bad Wound
b. Title: Education Program Administrator
Grants Officer

(7) GRANTEE ADMINISTRATOR

a. Name: Kimberly Kegg
b. Title: School Board Chairwoman
c. Phone: (320) 532-4181
d. Email: kkegg@nas.k12.mn.us

(8) GRANT PURPOSE & DESCRIPTION

Operational Grant Payments
 Endowment Payment: ___ Round 1 ___ Round 2
 Other Payment:

(9) GRANTEE ADMINISTRATOR

a. Begin: July 1, 2013
b. Complete: June 30, 2014

(10) ACCOUNTING & APPROPRIATION DATA

(11) ESTIMATED AMOUNT

(Amended)
a. Initial: \$2,320,616.00 b. 2,401,437.00

(12). This agreement/amendments subject to the conditions of the documents which are attached and identified as follows:

- (a) General conditions as follows: Addendum for GSA Vehicle.doc; SF 424b Assurances-100-297.docx
 - (b) Grantees Application to the extent not superseded by applicable law and not including any prior versions of P.L. 100-297 grant conditions.
- In order of precedence in the event there is a conflict or inconsistency in any attachments will be as follows: (i) Special Conditions; (ii) general Conditions applicable to grants; and (iii) Grantee's Application/Amendment.
- No other grant conditions may be imposed in connection with this grant unless mutually agreed upon by both parties in a separate written amendment.

(13) OFFER

a. This grant agreement is offered under authority of 25 U.S.C. §13 and 25 U.S.C. § 2501 et seq.

c. UNITED STATES OF AMERICA

d. Signature EDUCATION LINE OFFICER

Signature of Authorized Official

Everett Bad Wound

Name

Education Program Administrator

Title

8/22/13

Date

Signature of Grantee Administrator Education

DATE: 8.28.13

AMENDMENT NO: 14
 FY 2013 2014

NAME OF GRANTEE: Nay Ah Shing School Board		TYPE OF GRANT Title V, Public Law 100-297 <input type="checkbox"/> Part A; <input checked="" type="checkbox"/> Part B;	NAME OF SCHOOL: Nay Ah Shing School	
GRANT NUMBER: A12AV01590 /GTF53X51313			GRADE LEVEL: K-12	TYPE OF SCHOOL:

PROGRAM DESCRIPTION FUNCTION	ACCTG LINE	ACCOUNTING CODE	PREVIOUS BALANCE	INCREASE DECREASE (-)	BUDGET TOTAL
Init ISEP Elementary 2013-2014	001	AADD53F180/A0E30000.0000 00/134A2100DD	\$ 1,105,800.00		\$ 1,105,800.00
Init Tribal Grant Sup.port 2013-2014	002	AADD53F180/A0E340000.0000 00/134A2100DD	\$ 299,500.00		\$ 299,500.00
Init Transportation 2013-2014	003	AADD53F180/A0E320000.0000 00/134A2100DD	\$ 343,200.00		\$ 343,200.00
Final Dis ISEP Conting. 2012-2013	004	AADD53F180/A0E309090.0000 00	\$ 6,550.00		\$ 6,550.00
Init Dist Part B/IDEA 2013-2014	005	AADD53F180/A087C2323.0000 00/135A2100RM	\$ 544,554.00		\$ 544,554.00
Dist Title IV/Part B 21 Century 11/13	006	AADD53F180/A087F6161.0000 00/113A2100RM	\$ 21,012.00		\$ 21,012.00
Dist Trans 2011/2013 Part B IDEA Funds	007	AADD53F180/A087C2121.0000 00/113A2100RM		\$ 5,929.00	\$ 5,929.00
Dist unob 2012-2014 Part B IDEA CAU	008	AADD53F180/A087C2222.0000 00/124A2100RM		\$ 10,692.00	\$ 10,692.00
Dist 2012-2013 Enhancement Funds /MATH 2012-2013	009	AADD53F180/A0E432020.0000 00/123A2100DD		\$ 64,200.00	\$ 64,200.00
	010				\$ -
	011				\$ -
	012				\$ -
	013				\$ -
	014				\$ -
	015				\$ -
	016				\$ -
	017				\$ -
	018				\$ -
	019				\$ -
	020				\$ -
	021				\$ -
	022				\$ -
	023				\$ -
	024				\$ -
	025				\$ -
	026				\$ -
	027				\$ -
	028				\$ -
TOTAL:			\$ 2,320,616.00	\$ 80,821.00	\$ 2,401,437.00



#17

INTEROFFICE MEMORANDUM

TO: ADMINISTRATIVE POLICY BOARD
FROM: LISA BLAHOOSKY
SUBJECT: STRENGTHENING PUBLIC HEALTH INFRASTRUCTURE FOR IMPROVED HEALTH OUTCOMES
(220-447) YEAR 4
DATE: 10/2/2013
CC: JONI WALL, SCOTT MCKINNEY, BRENDA JINDRA

Public Health has been awarded our fourth year of funding from the Center for Disease Control (CDC) on Strengthening Public Health Infrastructure for Improved Health Outcomes in the total amount of \$250,000.

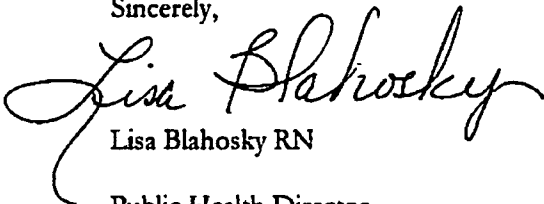
It will be divided as follows:

- \$146,000 of unobligated funds from year 1 & 2.
- \$104,000 new funding for year 4

Attached is the notice of award and new budget for appropriation.

If you should have any questions or require further information please feel free to contact me at 532-7459.

Sincerely,


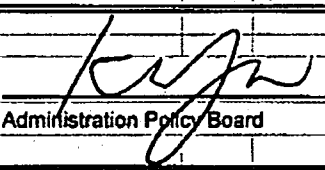

Lisa Blahosky RN
Public Health Director

Budget Revision Spreadsheet

#17

Mille Lacs Band of Ojibwe		Date		10/2/2013	
Budget Revision					
Department	Public Health				
Program Name	NPHII 220-447				
		Check		Check	
Source of Revenue		Off	Amount	Off	Revision Type
	Federal Grant		250,000.00		Increase in Revenue and Expenditures
	State Grant				Contingency Fund Utilization
	Net Revenue		-		Increased Expenditures without
	Carryover		-		Increase in Revenue
	Program Transfer		-		
	Income		-		
	Total Changes		250,000.00		

Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount
Salaries	4000	96,875.00		-	96,875.00
Health	4105	32,647.10		-	32,647.10
Life	4106	558.00		-	558.00
Disability	4107	1,116.66		-	1,116.66
Dental	4108	1,276.06		-	1,276.06
Work Comp	4109	348.75		-	348.75
Unemployment	4110	799.21		-	799.21
Retirement	4111	5,812.51		-	5,812.51
FICA E/S	4112	7,410.91		-	7,410.91
Pera	4113			-	-
Contract Services	4300	64,667.00		-	64,667.00
Local Milage	4400	2,486.00		-	2,486.00
Non- Local Travel	4450	4,617.00		-	4,617.00
Communication	4500			-	-
Postage	4550	1,700.00		-	1,700.00
Training	5000			-	-
Misc.	5700			-	-
Contingency Acct.	5799			-	-
Supplies	6100			-	-
Insurance	6120			-	-
Office Supplies	6200	3,000.00		-	3,000.00
Print/copy	6300	2,000.00		-	2,000.00
Program supplies	6400	2,097.00		-	2,097.00
				-	-
Equip./Lease Repair	6500			-	-
Building Maint.	6600			-	-
Program Activities	6800			-	-
Utilities	6700			-	-
Vehicle/Equip. Maint.	6720			-	-
Small Equip.	7000			-	-
Equipment	7100			-	-
Construction	7200			-	-
				-	-
IDC	9010	22,588.80		-	22,588.80
Totals:		\$ 250,000.00	\$ -	\$ -	250,000.00

	10/2/13		10-11-13
Commissioner Signature	Date	Administration Policy Board	Date



Grant Number: 5U58CD001335-04

Principal Investigator(s):
LISA BIAHOSKY

Project Title: CD10-1011 Strengthening Public Health Infrastructure for Improved Health Outcomes

MATTHEW COURTNEY
GRANTS DIRECTOR
MILLE LACS BAND OF OJIBWE
43408 OODENA DRIVE
ONAMIA, MN 56359

Budget Period: 09/30/2013 – 09/29/2014
Project Period: 09/30/2010 – 09/29/2015

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$104,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to MILLE LACS BAND OF OJIBWE in support of the above referenced project. This award is pursuant to the authority of 301A,311BC,317K2(42USC241A,243BC247BK2) and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Glynnis Taylor
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows

SECTION I – AWARD DATA – 5U58CD001335-04**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$98,875
Fringe Benefits	\$49,969
Personnel Costs (Subtotal)	\$146,844
Supplies	\$5,097
Travel Costs	\$7,103
Other Costs	\$3,700
Consortium/Contractual Cost	\$64,667

Federal Direct Costs	\$227,411
Federal F&A Costs	\$22,589
Approved Budget	\$250,000
Federal Share	\$250,000
Less Unobligated Balance	\$146,000
TOTAL FEDERAL AWARD AMOUNT	\$104,000

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$104,000

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

05 \$104,000

Fiscal Information:

CFDA Number: 93.507
EIN: 1411661577A2
Document Number: 001335IH13

IC	CAN	2013	2014
OT	939ZDNJ	\$104,000	\$104,000

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
4	\$104,000	\$104,000
5	\$104,000	\$104,000

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project

CDC Administrative Data:
PCC: / OC: 4141 / Processed: ERAAPPS 09/24/2013

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U58CD001335-04

For payment information see Payment Information section in Additional Terms and Conditions.

INSPECTOR GENERAL: The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhtips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: **HOTLINE**, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

SECTION III – TERMS AND CONDITIONS – 5U58CD001335-04

This award 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 incorporated either directly or by reference in 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 74 or 45 CFR Part 92 as 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 is funded by the following list of Institutes. Any papers published under the auspices of this award must cite the funding support of all Institutes.

Office For State, Tribal, Local And Territorial Support (OT)

Treatment of Program Income:
Additional Costs

SECTION IV – CD Special Terms and Conditions – 5U58CD001335-04

Funding Opportunity Announcement (FOA) Number: CD10-1011
Award Number: U58 CD 001335-04

TERMS AND CONDITIONS OF THIS AWARD

NOTE 1. INCORPORATION: Funding Opportunity Announcement CD10-1011 entitled, National Public Health Prevention Initiative (NPHI)-Strengthening Public Health Infrastructure for Improved Health Outcomes and application dated August 13, 2013, as amended, is made a part of this New Non-Research award by reference. Fiscal Year 2013 Appropriations Provision: HHS recipients must comply with all terms and conditions outlined in their grant award, including grant policy terms and conditions contained in applicable Department of Health and Human Services (HHS) Grant Policy Statements, and requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts.

NOTE 2. APPROVED FUNDING: Funding in the amount of \$104,000 is approved for the Year 04 budget period, which is September 30, 2013 through September 29, 2014. All funding for future years will be based on satisfactory programmatic progress and the availability of funds.

This award is financed in part by 2013 Prevention and Public Health Funds (PPHF-2013)

All funding for future budget years will be based on satisfactory programmatic progress and availability of appropriated funds.

NOTE 3. PPHF SUB-ACCOUNT:

Funds awarded in support of approved PPHF activities in Award # CD001335-04 have been obligated in a newly established PPHF sub-account in the DHHS Payment Management System (PMS), herein identified as the P Account. A P Account is a sub-account created specifically for the purpose of tracking designated types of funding in the Payment Management System (PMS).

To drawdown funds from this P-Account, you will be required to provide the PPHF sub-account title and the PPHF sub-account number. The sub-account title and number for this award and budget year are provided below:

Sub-account Title: CDC-RFA-CD101011-13
PPPHF Sub-Account Number: 001335IH13

Note: PPHF funds must be separately tracked and reported. PPHF funds must be used in support of approved PPHF activities in the FOA and your application. Funds cannot be used to support non-PPHF activities and cannot be commingled with any other funds. Also, funds cannot

be used to support activities identified as PPHF in your approved budget. Refer to PAYMENT INFORMATION (Note 26) for a detailed explanation on how to access funds in your PMS Account.

NOTE 4.a. USE OF UNOBLIGATED FUNDS. YEAR 2011 UNOBLIGATED. This award includes use of Year 2 (FY2011) unobligated in the amount of \$146,000 which has been applied as an offset to the current funding amount. The use of unobligated is approved based on the Financial Status Report (FSR)/Federal Financial Report (FFR) dated 11/21/2011 and 05/23/2013. The total notice of award will be subject to a reduction if the actual unobligated amount is less than funding shown on the referenced FSR/FFR.

NOTE 4.b. CONDITIONAL APPROVAL: Funds in the amount of \$64,667 are conditionally approved in the Contractual Cost Category. These funds are conditionally approved pending the receipt of the following six contractual elements: 1. Name of Contractor, 2. Method of Selection, 3. Period of Performance, 4. Scope of Work and 5. Method of Accountability.

NOTE 4.c. PPHF SUB-ACCOUNT: Funds awarded in support of approved PPHF activities in Award #001335IH12 have been obligated in a newly established PPHF sub-account in the DHHS Payment Management System (PMS), herein identified as the P-Account. A P-Account is a sub-account created specifically for the purpose of tracking designated types of funding in the Payment Management System (PMS).

To drawdown funds from this P-Account, you will be required to provide the PPHF sub-account title and the PPHF sub-account number. The sub-account title and number for this award and budget year are provided below:

Sub-account Title: RFACD10-101101PPHF10

PPHF Sub-Account Number: 001335IH10

PPHF funds must be separately tracked and reported. PPHF funds must be used in support of approved PPHF activities in the FOA and your application. Funds cannot be used to support non-PPHF activities and cannot be comingled with any other funds.

NOTE 5. FUNDING RESTRICTIONS

Restricted costs and/or limitation on costs as stated in FY2013 Appropriation Act Provisions and the FOA, Section IV, Application and Submission are provided below:

General Provisions Title II

Section 203 - Cap on Researcher Salaries

None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II; reduced from \$199,700 to \$179,700 effective December 23, 2011.

Timeframe of Award	Salary Cap	Program Action	Grantee Action
FY 13 awards issued on or before December 23, 2013, that have had no FY 12 funds obligated since December 23	Executive Level I (\$199,700)		
None for current year.	May adjust salary levels for future years to ensure no funds are awarded for salaries over the limit		
None for current year.	Apply salary limit as specified in continuation guidance in future years.		
Carryover request may reflect salary limitations in effect at the time of award.			

FY 13 awards issued on or after December 23, 2013	Executive Level II (179,700)
Adjust salary levels for current and future years to ensure no funds are awarded for salaries over the limit	Adjust salary levels for current and future years and re-budget funds freed as a result of the lower limit.

Awards in previous fiscal years

As specified in original award None None

Section 218 - Gun Control Prohibition

None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

Section 220 - Prevention Fund Reporting Requirements

(a) The Secretary shall establish a publicly accessible website to provide information regarding the uses of funds made available under section 4002 of Public Law 111-148.

(b) With respect to funds provided for fiscal year 2012, the Secretary shall include on the website established under subsection (a) at a minimum the following information:

(1) In the case of each transfer of funds under section 4002(c), a statement indicating the program or activity receiving funds, the operating division or office that will administer the funds, the planned uses of the funds, to be posted not later than the day after the transfer is made.

(2) Identification (along with a link to the full text) of each funding opportunity announcement, request for proposals for grants, cooperative agreements, or contracts intended to be awarded using such funds, to be posted not later than the day after the announcement or solicitation is issued.

(3) Identification of each grant, cooperative agreement, or contract with a value of \$25,000 or more awarded using such funds, including the purpose of the award and the identity of the recipient, to be posted not later than 5 days after the award is made.

(4) A report detailing the uses of all funds transferred under section 4002(c) during the fiscal year, to be posted not later than 90 days after the end of the fiscal year.

(5) Semi-annual reports from each entity awarded a grant, cooperative agreement, or contract from such funds with a value of \$25,000 or more, summarizing the activities undertaken and identifying any sub-grants or subcontracts awarded (including the purpose of the award and the identity of the recipient), to be posted not later than 30 days after the end of each 6-month period.

Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications.

Responsibilities for Informing Sub-recipients:

(a) Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for 2013 PPHF fund purposes, and amount of PPHF funds.

(b) Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of 2013 PPHF funds. When a recipient awards 2013 PPHF funds for an existing program, the information furnished to sub-recipients shall distinguish the sub-awards of incremental 2013 PPHF funds from regular sub-awards under the existing program.

Reporting Requirements under Section 203 of the 2012 Enacted Appropriations Bill for the Prevention and Public Health Fund, Public Law 111-5:

This award requires the recipient to complete projects or activities which are funded under the 2013 Prevention and Public Health Fund (PPHF) and to report on use of PPHF funds provided through this award. Information from these reports will be made available to the public.

Recipients awarded a grant, cooperative agreement, or contract from such funds with a value of \$25,000 or more shall produce reports on a semi-annual basis with a reporting cycle of January 1 - June 30 and July 1 - December 31; and email such reports (in 508 compliant format) to the CDC website (template and point of contact to be provided after award) no later than 20 calendar days after the end of each reporting period (i.e. July 20 and January 20, respectively).

Recipient reports shall reference the notice of award number and title of the grant or cooperative agreement, and include a summary of the activities undertaken and identify any sub-grants or sub-contracts awarded (including the purpose of the award and the identity of the subrecipient).

General Provisions, Title V

Section 503 - Proper Use of Appropriations - Publicity and Propaganda [LOBBYING] FY2012 Enacted

(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation of the Congress or any

State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than normal and recognized executive legislative relationships or participation by an agency or officer of an State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

AR-12: Lobbying Restrictions:

Applicants should be aware that award recipients are prohibited from using CDC/HHS funds to engage in any lobbying activity. Specifically, no part of the federal award shall be used to pay the salary or expenses of any grant recipient, subrecipient, or agent acting for such recipient or subrecipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body.

Restrictions on lobbying activities described above also specifically apply to lobbying related to any proposed, pending, or future Federal, state, or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

This prohibition includes grass roots lobbying efforts by award recipients that are directed at inducing members of the public to contact their elected representatives to urge support of, or opposition to, proposed or pending legislation, appropriations, regulations, administrative actions, or Executive Orders (hereinafter referred to collectively as legislation and other orders). Further prohibited grass roots lobbying communications by award recipients using federal funds could also encompass any effort to influence legislation through an attempt to affect the opinions of the general public or any segment of the population if the communications refer to specific legislation and/or other orders, directly express a view on such legislation or other orders, and encourage the audience to take action with respect to the matter.

In accordance with applicable law, direct lobbying communications by award recipients are also prohibited. Direct lobbying includes any attempt to influence legislative or other similar deliberations at all levels of government through communications that directly express a view on proposed or pending legislation and other orders and which are directed to members, staff, or other employees of a legislative body or to government officials or employees who participate in the formulation of legislation or other orders.

Lobbying prohibitions also extend to include CDC/HHS grants and cooperative agreements that, in whole or in part, involve conferences. Federal funds cannot be used directly or indirectly to encourage participants in such conferences to impermissibly lobby.

However, these prohibitions are not intended to prohibit all interaction with the legislative or executive branches of governments, or to prohibit educational efforts pertaining to public health that are within the scope of the CDC award. For state, local, and other governmental grantees, certain activities falling within the normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government are permissible. There are circumstances for such grantees, in the course of such a normal and recognized executive-legislative relationship, when it is permissible to provide information to the legislative branch in order to foster implementation of prevention strategies to promote public health. However, such communications cannot directly urge the decision makers to act with respect to specific legislation or expressly solicit members of the public to contact the decision makers to urge such action.

Many non-profit grantees, in order to retain their tax-exempt status, have long operated under settled definitions of lobbying and influencing legislation. These definitions are a useful benchmark for all non-government grantees, regardless of tax status. Under these definitions, grantees are permitted to (1) prepare and disseminate certain nonpartisan analysis, study, or research reports; (2) engage in examinations and discussions of broad social, economic, and similar problems in reports and at conferences; and (3) provide technical advice or assistance upon a written request by a legislative body or committee.

Award recipients should also note that using CDC/HHS funds to develop and/or disseminate materials that exhibit all three of the following characteristics are prohibited: (1) refer to specific legislation or other order; (2) reflect a point of view on that legislation or other order; and (3) contain an overt call to action.

It remains permissible for CDC/HHS grantees to use CDC funds to engage in activities to enhance prevention; collect and analyze data; publish and disseminate results of research and surveillance data; implement prevention strategies; conduct community outreach services; foster coalition building and consensus on public health initiatives; provide leadership and training, and foster safe and healthful environments.

Note also that under the provisions of 31 U.S.C. Section 1352, recipients (and their sub-tier contractors and/or funded parties) are prohibited from using appropriated Federal funds to lobby in connection with the award, extension, continuation, renewal, amendment, or modification of the funding mechanism under which monetary assistance was received. In accordance with applicable regulations and law, certain covered entities must give assurances that they will not engage in prohibited activities.

CDC cautions recipients of CDC funds to be careful not to give the appearance that CDC funds are being used to carry out activities in a manner that is prohibited under Federal law. Recipients of CDC funds should give close attention to isolating and separating the appropriate use of CDC funds from non-CDC funds.

Use of federal funds inconsistent with these lobbying restrictions could result in disallowance of the cost of the activity or action found not to be in compliance as well as potentially other enforcement actions as outlined in applicable grants regulations.

Section 253 - Needle Exchange

Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

General Provisions, Title IV

Department of Agriculture FY 2012 Title IV, Section 738 - Funding Prohibition - Restricts dealings with corporations with recent felonies

None of the funds made available by the Department of Agriculture FY 2012 Title IV, Section 738 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent, and made a determination that this further action is not necessary to protect the interests of the Government.

Department of Agriculture FY 2012 Title IV, Section 739 - Limitation Re: Delinquent Tax Debts - Restricts dealings with corporations with unpaid federal tax liability

None of the funds made available by the Department of Agriculture s FY 2012 Title IV, Section 739 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

Department of the Interior FY 12 Title IV, Section 433 - Funding Prohibition - Restricts dealings with corporations with recent felonies

None of the funds made available by the Department of the Interior FY 12 Title IV, Section 433 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent and made a determination that further action is not necessary to protect the interests of the Government.

Department of the Interior FY 12 Title IV, Section 434 - Limitation Re: Delinquent Tax Debts - Restricts dealings with corporations with unpaid federal tax liability

None of the funds made available by the Department of the Interior FY 12 Title IV, Section 434 may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation with respect to which any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

NOTE 6. INDIRECT COSTS: Indirect costs are approved based on the indirect Cost Rate Agreement dated 05/16/2013, which calculates indirect costs as follows, a Fixed is approved at a rate of 13.88% of the base, which includes total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as major subcontracts, payments to participants, stipends to eligible recipients, and subgrants, all of which normally require minimal administrative effort.

NOTE 7. RENT OR SPACE COSTS: Recipients are responsible for ensuring that all costs included in this proposal to establish billing or final indirect cost rates are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87). The recipient also has a responsibility to ensure sub-recipients expend funds in compliance with federal laws and regulations. Furthermore, it is the responsibility of the recipient to ensure rent is a legitimate direct cost line item which the recipient has supported in current and/or prior projects and these same costs have been treated as indirect costs that have not been claimed as direct costs. If rent is claimed as a direct cost, the recipient must provide a narrative justification which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist identified in the NOTE. CDC CONTACTS for this award.

NOTE 8. FEDERAL INFORMATION SECURITY MANAGEMENT ACT (FISMA):

All information systems, electronic or hard copy which contain federal data need to be protected from unauthorized access. This also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002, PL 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of this data, subject to all applicable laws protecting security, privacy, and research. If and when information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:
http://www.webgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf

NOTE 9. FEDERAL REPORTING REQUIREMENTS

I. FEDERAL FUNDING ACCOUNTABILITY and TRANSPARENCY Act (FFATA):

Pursuant to A-133 (see ____,205(h) and ____,205(i)), a grant sub-award includes the provision of any commodities (food and non-food) to the sub-recipient where the sub-recipient is required to abide by terms and conditions regarding the use or future administration of those goods. If the sub-grantee merely consumes or utilizes the goods, the commodities are not in and of themselves considered sub-awards.

In accordance with 2 CFR Chapter 1, Part 170 REPORTING SUB-AWARD AND EXECUTIVE COMPENSATION INFORMATION, Prime grantees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime grantee awards any sub-grant equal to or greater than \$25,000.

A. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph D. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 11175) for a subaward to an entity (see definitions in paragraph E. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph A.1. of this award term to <http://www.frs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010).

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.frs.gov> specify.

B. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if

- i. The total Federal funding authorized to date under this award is \$25,000 or more;
- ii. In the preceding fiscal year, you received

(a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

2. Where and when to report. You must report executive total compensation described in paragraph A.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

C. Reporting of Total Compensation of Sub-recipient Executives.

1. **Applicability and what to report.** Unless you are exempt as provided in paragraph D. of this award term, for each first-tier sub-recipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if

- i. In the subrecipient's preceding fiscal year, the subrecipient received

(a) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(b) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Sub-awards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ____ .210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations).

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

NON-DELINQUENCY on FEDERAL DEBT

The Federal Debt Collection Procedures Act of 1990 (Act), 28 U.S.C. 3201(e), provides that an organization or individual that is indebted to the United States, and has a judgment lien filed against it, is ineligible to receive a Federal grant. CDC cannot award a grant unless the AOR of the applicant organization (or individual in the case of a Kirschstein-NRSA individual fellowship) certifies, by means of his/her signature on the application, that the organization (or individual) is not delinquent in repaying any Federal debt. If the applicant discloses delinquency on a debt owed to the Federal government, CDC may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed. In addition, once the debt is repaid or satisfactory arrangements made, CDC will take that delinquency into account when determining whether the applicant would be a responsible CDC grant recipient.

Anyone who has been judged to be in default on a Federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a CDC grant until the judgment is paid in full or is otherwise satisfied. No funds may be used for or rebudgeted following an award to pay such an individual. CDC will disallow costs charged to awards that provide funds to individuals in violation of this Act.

These requirements apply to all types of organizations and awards, including foreign grants.

ii. ANNUAL FEDERAL FINANCIAL REPORT (FFR) (SF 425)

The Annual Federal Financial Report (FFR) SF 425 is required and must be submitted through eRA Commons within 90 days after the end of each budget period. The FFR for this budget period is due to the Grants Management Specialist by December 29, 2014. Reporting timeframe is September 30, 2013-September 29, 2014.

The FFR should only include those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data.

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to submit a letter explaining the reason and date by which the Grants Officer will receive the information.

eRa Commons website: <http://era.nih.gov/>

If the FFR is not finalized by the due date, an interim FFR must be submitted, marked NOT FINAL, and an amount of unliquidated obligations should be annotated to reflect unpaid expenses. Electronic versions of the form can be downloaded into Adobe Acrobat and completed on-line by reviewing, http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf

iii. PROGRESS/PERFORMANCE REPORTING

A. INTERIM PROGRESS REPORT (IPR)

The Interim Progress Report (IPR) will serve as the non-competing continuation application. IPR reporting timeframe is September 30, 2013-March 31, 2014. A due date and specific IPR guidance will be provided at a later date.

The report must contain the following:

- Status/Progress of Current Budget Period Goals and Objectives
- Also include key organizational changes, key staff changes, and an implementation plan for each activity.
- Current Budget Period Financial Progress and amount of estimated unobligated balances
- New Budget Period Program Proposed Activity Objectives and timelines
- Ensure Objectives are specific, measurable, appropriate, realistic, and time-phased.
- Measures of Effectiveness.
- Additional requested information.
- Detailed Line-item Budget and Justification.
- Use the SF424 forms: http://www.whitehouse.gov/omb/grants/grants_forms.html
- For the Budget details and justification follow the Budget Guidelines at: <http://www.cdc.gov/od/pgo/funding/grantmain.htm>

B. ANNUAL PROGRESS REPORT (APR)

Due 90 days following the end of the budget period December 29, 2014. Report should include:

- A comparison of actual accomplishments to the goal established for the period;
- The reasons for failure, if established goals were not met; and
- Other pertinent information including, when appropriate, analysis and explanation of performance costs significantly higher than expected.

C. FINAL PROGRESS/PERFORMANCE REPORT

The final report is required no later than 90 days after the end of the project period. All manuscripts published as a result of the work supported in part or whole by the cooperative agreement will be submitted with the progress reports.

An original plus two copies of the reports must be mailed to the Grants Management Specialist for approval by the Grants Management Officer by the due date noted. Ensure the Award and Program Announcement numbers shown above are on the reports.

NOTE 10. TECHNICAL REVIEW RESPONSE STATEMENT REQUIREMENT: The technical review comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist as noted in the CDC Contact section of this Notice of Award, no later than October 30, 2013. Should these terms not be satisfactorily adhered to, it may result in denial of your authority to expend additional funds.

NOTE 11. AUDIT REQUIREMENT: An organization that expends \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations. The audit must be completed along with a data collection form, and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

The audit report must be sent to:
Federal Audit Clearing House
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Should you have questions regarding the submission or processing of your Single Audit Package, contact the Federal Audit Clearinghouse at: (301) 763-1551, (800) 253-0696 or email: govs.fac@census.gov

It is very helpful to CDC managers if the recipient sends a courtesy copy of completed audits and any management letters on a voluntary basis to the following address.

Centers for Disease Control and Prevention (CDC)

ATTN: Audit Resolution, Mail Stop E-14
2920 Brandywine Road
Atlanta, GA 30341-4146

The grantee is to ensure that the sub-recipients receiving CDC funds also meet these requirements (if total Federal grant or cooperative agreement funds received exceed \$500,000). The grantee must also ensure that appropriate corrective action is taken within six months after receipt of the sub-recipient audit report in instances of non-compliance with Federal law and regulations. The grantee is to consider whether sub-recipient audits necessitate adjustment of the grantee's own accounting records. If a sub-recipient is not required to have a program-specific audit, the grantee is still required to perform adequate monitoring of sub-recipient activities. The grantee is to require each sub-recipient to permit independent auditors to have access to the sub-recipient's records and financial statements. The grantee should include this requirement in all sub-recipient contracts.

NOTE 12. SUBGRANT/SUBRECIPIENT AWARDS: Seed Grants/Sub-Grants are not authorized under this program or included in Program authorizing legislature. As a result, the recipient is not permitted to fund seed grants or sub-grants. Recipient must issue proposed funding as a procurement requirement per the organization's established procedures.

NOTE 13. TRAVEL COST: In accordance with Health and Human Services (HHS) Grants Policy Statement, travel costs are only allowable where such travel will provide direct benefit to the project or program. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the Notice of Award. To prevent disallowance of cost, recipient is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organization's established travel policies and procedures. Recipients approved policies must meet the requirements of 45 CFR Parts 74 and 92 as applicable.

NOTE 14. FOOD AND MEALS: Costs associated with food or meals are allowable when consistent OMB Circulars and guidance, DHHS Federal regulations, Program Regulations, DHHS policies and guidance. In addition, costs must be proposed in accordance with recipients approved policies and a determination of reasonableness has been performed by the recipients. Recipients approved policies must meet the requirements of 45 CFR Parts 74 and 92 as applicable.

NOTE 15. PRIOR APPROVAL: All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. The request must be submitted no later than 120 days prior to the end date of the current budget period and submitted with an original plus two copies. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Use of unobligated funds from prior budget period (Carryover); 2) Lift funding restriction, withholding, or disallowance, 3) Redirection of funds, 4) Change in Contractor/Consultant; 5) Supplemental funds; 6) Response to Technical Review or Summary Statement, 7) Change in Key Personnel, or 8) Liquidation Extensions.

NOTE 16. CORRESPONDENCE: ALL correspondence (including emails and faxes) regarding this award must be dated, identified with the AWARD NUMBER, and include a point of contact (name, phone, fax, and email). All correspondence should be addressed to the Grants Management Specialist listed below and submitted with an original plus two copies.

Annie Curry Grants Management Specialist
Centers for Disease Control, PGO, Branch 3
2920 Brandywine Road, Mail Stop K:69
Atlanta, GA 30341-4146
Telephone: (770)488-5872
Fax: (770) 488-2670
Email: lhs6@cdc.gov

NOTE 17. INVENTIONS: Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR 401.14.

NOTE 18. PUBLICATIONS: Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Cooperative Agreement Number above from The Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention.

NOTE 19. CANCEL YEAR. 31 U.S.C. 1552(a) Procedure for Appropriation Accounts Available for Definite Periods states the following, On September 30th of the 5th fiscal year after the period of availability for obligation of a fixed year appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. An example is provided below:

FY 2013 funds will expire September 30, 2018. All FY 2012 funds should be drawn down and reported to Payment Management System (PMS) prior to September 30, 2018. After this date, corrections or cash requests will not be permitted.

NOTE 20. CONFERENCE DISCLAIMER AND USE OF LOGOS:

Disclaimer. If a conference is funded by a grant, cooperative agreement, sub-grant and/or a contract the recipient must include the following statement on conference materials, including promotional materials, agenda, and Internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily do not reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

Logos. Neither the HHS nor the CDC logo may be displayed if such display would cause confusion as to the conference source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the Office of the Inspector General has authority to impose civil monetary penalties for violations (42 C.F.R. Part 1003). Neither the HHS nor the CDC logo can be used on conference materials, under a grant, cooperative agreement, and contract or co-sponsorship agreement without the expressed, written consent of either the Project Officer or the Grants Management Officer. It is the responsibility of the grantee (or recipient of funds under a cooperative agreement) to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

NOTE 21. EQUIPMENT AND PRODUCTS: To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization's policy.

The grantee may use its own property management standards and procedures provided it observes provisions of the following sections in the Office of Management and Budget (OMB) Circular A-110 and 45 CFR Part 92:

I. Office of Management and Budget (OMB) Circular A-110, Sections 31 through 37 provides the uniform administrative requirements for grants and agreements with institutions of higher education, hospitals, and other non-profit organizations. For additional information, please review: the following website: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>

ii. 45 CFR Parts 92.31 and 92.32 provides the uniform administrative requirements for grants and cooperative agreements to state, local and tribal governments. For additional information, please review the following website listed:
http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html

NOTE 22. PROGRAM INCOME: Any program income generated under this cooperative agreement will be used in accordance with the additional cost alternative.

Additional Costs Alternative—Used for costs that are in addition to the allowable costs of the project for any purposes that further the objectives of the legislation under which the cooperative agreement was made. General program income subject to this alternative shall be reported on the FFR (SF 425).

Note, the disposition of program income must have written prior approval from the Grants Management Officer.

NOTE 23. KEY PERSONNEL: In accordance with 45 CFR 74 or 45 CFR Part 92, CDC recipients shall obtain prior approvals from CDC for (1) change in the project director or principal investigator or other key persons specified in the application or award document, and (2) the absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

NOTE 24. TRAFFICKING IN PERSONS. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award terms and conditions, please review the following website:
http://www.cdc.gov/od/pgo/funding/grants/Award_Term_and_Condition_for_Trafficking_in_Persons.shtml

NOTE 25. ACKNOWLEDGMENT OF FEDERAL SUPPORT: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including and not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

NOTE 26. PAYMENT INFORMATION:
Automatic Drawdown (Direct/Advance Payments):

PAYMENT INFORMATION: Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

Funds awarded have been placed in a separate sub-account in PMS. The PMS sub-account number is CDC-RFA-CD101011-13 and the document number is 001335IH13. Awardees are required to draw down funds from the applicable PMS subaccount and document number for this award. Expenditures must be reported on the FFR (SF425) under the appropriate subaccount.

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Division of Payment Management, OS/ASAM/PSC/FMS/DPM
P.O. Box 6021
Rockville, MD 20852
Phone Number: (877) 814-5533
Email: PMSSupport@psc.gov
Website: http://www.dpm.psc.gov/grant_recipient/shortcuts/shortcuts.aspx?explorer.event=true

Note: To obtain the contact information of DPM staff within respective Payment Branches refer to the links listed below:

University and Non-Profit Payment Branch:
http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true

Governmental and Tribal Payment Branch:
http://www.dpm.psc.gov/contacts/dpm_contact_list/gov_tribal.aspx?explorer.event=true

Cross Servicing Payment Branch:
http://www.dpm.psc.gov/contacts/dpm_contact_list/cross_servicing.aspx

International Payment Branch:
Bhavin Patel (301) 443-9188
Note: Mr. Patel is the only staff person designated to handle all of CDC's international cooperative agreements.

B. If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

US Department of Health and Human Services
PSC/DFO/Division of Payment Management
7700 Wisconsin Avenue 10th Floor
Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

NOTE 27. ACCEPTANCE OF THE TERMS OF AN AWARD: By drawing or otherwise obtaining funds from the grant payment system, the recipient acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer.

NOTE 28. CERTIFICATION STATEMENT: By drawing down funds, grantee certifies that proper financial management controls and accounting systems to include personnel policies and procedures have been established to adequately administer Federal awards and funds drawn down are being used in accordance with applicable Federal cost principles, regulations and Budget and Congressional intent of the President.

NOTE 29. CDC CONTACTS
Programmatic and Technical Contact
Bobbie Ertwein, NPHII Team Lead
CDC Office for State, Tribal, Local and Territorial Support MS: E-19
1825 Century Center
Atlanta, GA 30345
Telephone: 404-488-0282
Email: rxs5@cdc.gov

STAFF CONTACTS
Grants Management Specialist: Annie Curry
Centers Disease Control and Prevention
Grants Management Specialist
PGO / Branch 6
2920 Brandywine Road, M/S K-69
Atlanta, GA 30341-414
Email: lhs6@cdc.gov Phone: (770) 488-2823

Grants Management Officer: Glynnis Taylor
Centers for Disease Control and Prevention
Procurement and Grants Office
Koger Center, Colgate Building
2920 Brandywine Road, Mail Stop K 69
Atlanta, GA 30341
Email: gtaylor1@cdc.gov Phone: 770-488-2752 Fax: 770-488-2670

SPREADSHEET SUMMARY
GRANT NUMBER: 5U58CD001335-04

INSTITUTION: MILLE LACS BAND OF OJIBWE INDIANS

<i>Budget</i>	<i>Year 4</i>	<i>Year 5</i>
Salaries and Wages	\$98,875	
Fringe Benefits	\$49,969	
Personnel Costs (Subtotal)	\$148,844	
Supplies	\$5,097	
Travel Costs	\$7,103	
Other Costs	\$3,700	\$104,000
Consortium/Contractual Cost	\$84,667	
TOTAL FEDERAL DC	\$227,411	\$104,000
TOTAL FEDERAL F&A	\$22,589	
TOTAL COST	\$104,000	\$104,000

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INTEROFFICE MEMORANDUM

TO: ADMINISTRATION POLICY BOARD
FROM: LISA BLAHOSKY PUBLIC HEALTH DIRECTOR
SUBJECT: WIC FY14 BUDGET
DATE: 9/30/13
CC: JONI WALL, SCOTT MCKINNEY, BRENDA JINDRA

Public Health has been awarded \$34,508.00 for the FY14 WIC Program (calculated at \$8,627 per quarter x4). These funds need to be obligated for FY14 grant period 10/1/2013 to 9/30/2014. Please appropriate these funds to the 220-450 grants.



If you should have any questions or require further information, please call me at ext. 7459.

Thank you,

Lisa Blahosky
Lisa Blahosky RN
Public Health Director

Budget Revision Spreadsheet

#18

Mille Lacs Band of Ojibwe		Date		9/30/2013			
Budget Revision							
Department	Public Health						
Program Name	20-450 WIC						
		Check		Check			
Source of Revenue		Off	Amount	Off	Revision Type		
	Federal Grant		-		Increase in Revenue and Expenditures		
	State Grant		34,508.00		Contingency Fund Utilization		
	Net Revenue		-		Increased Expenditures without		
	Carryover		-		Increase in Revenue		
	Program Transfer		-				
	Income		-				
	Total Changes		34,508.00				
Expenditures:	Account Code		Current Budget	Increase	Decrease	Revised Amount	
Salaries	4000		11,662.70		-	11,662.70	
Health	4105		6,176.45	-		6,176.45	
Life	4106		100.80		-	100.80	
Disability	4107		211.40		-	211.40	
Dental	4108		241.50		-	241.50	
Work Comp	4109		63.00		-	63.00	
Unemployment	4110		151.20		-	151.20	
Retirement	4111		1,048.25		-	1,048.25	
FICA E/S	4112		1,336.65		-	1,336.65	
Pera	4113		-		-	-	
Contract Services	4300		-		-	-	
Local Milage	4400		5,000.00		-	5,000.00	
Non- Local Travel	4450		880.11		-	880.11	
Communication	4500		1,800.00		-	1,800.00	
Postage	4550		-		-	-	
Training	5000		-		-	-	
Misc.	5700		-		-	-	
Contingency Acct.	5799		-		-	-	
Supplies	6100		-		-	-	
Insurance	6120		-		-	-	
Office Supplies	6200		-		-	-	
Print/copy	6300		-		-	-	
Program supplies	6400		-		-	-	
Equip./Lease Repair	6500		1,600.00		-	1,600.00	
Building Maint.	6600		-		-	-	
Program Activities	6800		-		-	-	
Utilities	6700		-		-	-	
Vehicle/Equip. Maint.	6720		-		-	-	
Small Equip.	7000		-		-	-	
Equipment	7100		-		-	-	
Construction	7200		-		-	-	
IDC	9010		4,235.94		-	4,235.94	
Totals:			\$ 34,508.00	\$ -	\$ -	34,508.00	
		Date	10/2/13			Date	10-11-13
Commissioner Signature		Date		Administration Policy Board		Date	



34,508

Protecting, maintaining and improving the health of all Minnesotans

September 26, 2013

Sam Moose, Commissioner of Health & Human Services
Mille Lacs Band of Ojibwe
43500 Migizi Drive
Onamia, MN 56359

Dear Mr. Moose:

The purpose of this letter is to notify you of your first quarter FFY2014 (10/01/13 – 12/31/13) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) authorized caseload and funding level. You are hereby authorized to operate your WIC Program in accordance with the FFY 2011-2016 Agreement, the attached Local Agency Funding Authorization(s), and the stipulations below:

Funding

1. Caseload and funding levels are based on an estimate of our federal funding as of this date. **We are allocating agencies \$13.50 per participant for participants served in this quarter.** While we anticipate continuance of this amount through this fiscal year, if Minnesota's actual federal funding award for the year changes from what has been anticipated, the authorized caseload and administrative funding levels may need to be adjusted in subsequent fiscal quarters.
2. Caseload and funding levels will be adjusted based on actual participation or actual expenditure levels.
3. Agencies serving participants above their first quarter-authorized caseload (FFY 2014- 10/01/13– 12/31/13) will receive \$13.50 per participant actually served and will be paid retroactively during the second quarter of FFY 2014.
4. Agencies serving participants above their fourth quarter-authorized caseload (FFY 2013- 07/01/13 – 09/30/13) will have their funding increased by \$13.50 per participant actually served. This increased funding will be awarded on a separate funding letter issued during the second quarter of FFY 2014.

September 26, 2013

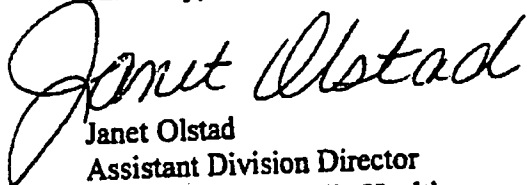
Page 2

The caseload allocation methodology was similar to that used since FFY'85. Agencies are to continue to serve all participants through priority seven in FFY 2014. Each agency was assigned a quarterly caseload base, according to its actual caseload performance in the fourth quarter of FFY'13.

This grant letter and the attached Report Summary FY 2014 (dated 09/26/2013) are considered to be a part of the "Agreement for the Administration of the Special Supplemental Nutrition Program for Women, Infants and Children", CFDA #10.557.

Any questions regarding caseload and expenditure levels should be directed to the WIC Consultant assigned to your agency. If you have questions regarding funding, please call Paula Naughton at (651) 201-3752.

Sincerely,



Janet Olstad
Assistant Division Director
Community & Family Health

Attachments: Report Summary FY 2014 (dated 09/26/2013)

cc: Finance
Project File FY'14

61180 10002003-0002014 Minnesota WFO Program
 FY 2014 Year-To-Date Caseload & Authorized Funding Information
 October 1, 2013 September 30, 2014

Agency	1st Qtr. Caseload	1st Qtr. Funding	1st Qtr. Retro	2nd Qtr. Caseload	2nd Qtr. Funding	2nd Qtr. Retro	3rd Qtr. Caseload	3rd Qtr. Funding	3rd Qtr. Retro	4th Qtr. Caseload	4th Qtr. Funding	4th Qtr. Retro	Above Average Travel	Small Agency	Other	Meetings-Workgroups-Equipment-Special	Year To Date
Other Tot	10,653	143,818															143,818
PC&A-DORIS-MANNINGEN	3,078	40,663															40,663
Orin	3,507	47,345															47,345
Lead Law	4,668	61,824															61,824
Pico	2,908	38,231															38,231
SCOTT-CANVER CAP	5,170	68,795															68,795
Shenburne	7,643	102,981															102,981
SOUTHWEST HHS	4,017	52,330															52,330
St. Paul Ramsey	7,037	88,000															88,000
Summa	9,308	121,711															121,711
Wabasha	9,744	131,544															131,544
Washington	1,240	16,240															16,240
Washington	9,002	121,527															121,527
Washington	1,274	17,429															17,429
White Earth	2,017	25,330															25,330
Winona	2,888	36,018															36,018
Wright-CAP	6,795	88,333															88,333
	317,493	4,092,119		0			0			0							4,092,119

BOB P. WALKER
 9/24/13