

Information Packet for Sub-Recipients of Grants and Contracts

This packet is intended to assist those entities entering into a grant or contract with the Alabama Department of Public Health (ADPH). This packet will assist your ADPH contact with setting up the grant or contract and getting it approved through the internal review process at ADPH. Your contact person's information is listed below.



Your ADPH Contact Person:

Name:

Phone:

Email:

Vendor Checklist:

To begin the contract process, ADPH will require the following from the vendor:

1. Organization's Name (this name must be the same name as the E-Verify from Homeland Security).
2. Address (must be exactly like the E-Verify {if street is spelled out on E-Verify, spell out here; if St. is used as the abbreviation, use the abbreviation}).
3. City, State, Zip (please include the plus-four codes).
4. DUNS number (make sure this DUNS number matches the E-Verify name).

This information is required when you are returning the Draft version of the contract.

Draft Version of the contract:

1. Please read over the contract (DO NOT SIGN AT THIS TIME).
2. If you have any changes you would like to make to the contract, please list those on a cover page when you return the DRAFT version back to ADPH.
3. If there are not any changes with the DRAFT, please use the cover sheet to state – NO CHANGES.

Email the DRAFT version (with cover sheet) and all the other required information back to the representative at ADPH.

In order to expedite your contract and get everything through our system, we ask you to return this information as quickly as possible. This procedure can be done via email with your ADPH contact.

After this is submitted, please verify the following systems have correct and current information:

1. Vendor Self Service System (VSS) portal - <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
2. E-Verify - <https://www.uscis.gov/e-verify>

All required documents will be requested at the same time as the final signed contract. Please identify the required documents and begin gathering information to expedite the final signature process. Your ADPH contact person can provide any documents that are drafted by ADPH.

DRAFT Contract/Grant Response Cover Sheet

Entity Contact Person:

Entity Contact Person Email and Phone:

Entity Name:

Entity Address:

Entity Address (2):

Entity City, State, Zip:

Entity DUNS Number:

Requested Changes to Drafted Contract:

Required Elements for ADPH Grants and Contracts

Business Associate Agreement (BAA) – A BAA is needed when the contracting party or entity creates, receives, maintains, or transmits protected health information (PHI) for ADPH, unless it meets an exception. Required if:

1. PHI is being disclosed, and
2. The entity is not part of ADPH's workforce (workforce members include employees, volunteers and trainees), and
3. The PHI does not meet any of these exceptions:
 - a. PHI is de-identified.
 - b. Relationship is for transport services (e.g., postal service or courier).
 - c. Claim being sent to health plan, payment to a provider, or a fund transfer to financial institution.
 - d. PHI being disclosed to Health Oversight Agency as part of a federal or state program.
 - e. Information provided as a response to law enforcement or subpoena.
 - f. Office of General Counsel has informed you that you are legally required to report the information.
4. The information is not being disclosed for official investigation or proceeding approved by ADPH's Privacy Officer, and
5. The PHI is not being disclosed to an insurance plan for payment purposes, and
6. The PHI is not being disclosed for research purposes.

*PHI includes: name, address, date of birth, diagnosis, social security number, or other demographic information that would identify the individual.

Budget Template – A budget is required for all grants to show how the funds will be expended along with justifications for each spending category.

Certificate of Compliance (or Beason-Hammon) – A certificate of compliance is required for grants/contracts that must be competitively bid or that require submission to the Contract Review Permanent Legislative Oversight Committee.

1. **DUNS** – Required with \$.01 or more federal funding. The preferred place to obtain a DUNS number is Dun & Bradstreet. <https://grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

E-Verify - Used only if the vendor has at least one employee within the state of Alabama and the grant or contract is for more than \$1,500.

FFATA – This is required if:

1. Agreement type is a grant, and
2. Grant total is \$25,000 or greater, and
3. Funds originate from the federal government (CDC, HRSA, USDA, etc).

Immigration Status Form – Only used for individuals or sole proprietorships.

Indirect Cost Rate Agreement – The federally negotiated rate must be provided if the vendor is requesting more than a 10 percent indirect rate. If a lower rate is used, a letter acknowledging the lower rate must be submitted. If the 10 percent rate is used in lieu of a federally negotiated rate, a letter stating no such rate has been established must be submitted.

Vendor Disclosure Statement – Required with all proposals, bids, contracts, or grants greater than \$5,000.

Vendor Self Service System (VSS) – VSS is part of the state financial system (STAARS) and is how ADPH Finance Division and the State Comptroller make payments to vendors. All vendors must be registered in STAARS and should verify that the information in STAARS matches the information on invoices prior to submitting them for payment. Failure to do so will result in delayed payments. Link: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>

W-9 – Required for any individual or entity (Form W-9 requester) that is required to file an information return with the IRS.