

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
SAN ANTONIO METROPOLITAN HEALTH DISTRICT**

**TO:** Mayor and City Council

**FROM:** Fernando A. Guerra, M.D., M.P.H., Director of Health

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Office of Management and Budget; Finance Department; Project; File

**SUBJECT:** ORDINANCE ACCEPTING FUNDS FROM THE AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (ATSDR)

**DATE:** October 23, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept a grant award in the amount of \$336,226.00 from the Agency for Toxic Substances and Disease Registry (ATSDR) for the San Antonio Metropolitan Health District (SAMHD) to renew support of the Environmental Health and Wellness Center, a program to assess the health status and concerns of the residents near the former Kelly Air Force Base (KAFB) and former KAFB workers during the period September 30, 2003 through September 29, 2004. This ordinance will also establish a fund, adopt the program budget, approve the personnel complement and authorize payments for contractual services.

Staff recommends approval.

**BACKGROUND INFORMATION**

This ATSDR grant will support the ongoing SAMHD Environmental Health and Wellness Center Program for FY 2004. The Environmental Health and Wellness Center Program was established through an ordinance passed and approved November 2, 2000. A number of residents living around the former KAFB and former KAFB workers have reported health problems such as rashes, headaches, nosebleeds, cancer, nervous disorders and chronic diseases (i.e. diabetes and lupus). A significant number of these residents believe that chemical exposures from the former KAFB have been the cause of these health effects. Data gathered and analyzed by federal, state and local agencies have not demonstrated a link at this time. However, residents in neighborhoods near KAFB as well as former KAFB workers still have health concerns that need to be addressed.

The Environmental Health and Wellness Center Program has been supported since 2000 as follows:

Received through an Ordinance passed and approved on:	Phase	Period Covered	Amount of Grant	Source
11/02/00	Phase I	10/01/00 – 08/31/01	\$214,697.00	ATSDR through TDH
12/13/01	Phase II	09/30/01 – 09/29/02	\$177,729.00	ATSDR
11/21/02	Phase III	09/30/02 – 09/29/03	\$435,154.00	ATSDR
	Phase IV	09/30/03 – 09/29/04	\$336,226.00	ATSDR

Phase I funding from the ATSDR, through the Texas Department of Health (TDH), was used to conduct a series of screening clinics to assess the medical status of residents near KAFB. Through the Environmental Health and Wellness Center Program, existing SAMHD staff and temporary personnel conducted health assessments, provided health education on general health and environmental issues, and followed-up and referred patients with abnormal findings identified in the health assessments to appropriate sources for care. In addition, environmental home assessments were conducted for at-risk individuals. In Phase I, eight hundred and seventy three (873) health assessments were performed for residents of neighborhoods near KAFB as well as former KAFB workers. Screenings were conducted at Las Palmas, Zarzamora and Old Hwy 90 Metro Health Clinics.

Phase II funding came directly from ATSDR to conduct SAMHD surveys which looked at the population living over the highest concentration levels of pollutants in the underground chemical plume near the former KAFB. Health assessments were also conducted for residents living around the former KAFB and former KAFB workers. These screenings were conducted at the newly designated Environmental Health and Wellness Center located at the former Las Palmas Metro Health Clinic.

Phase III funding continued health assessments of residents living around the former KAFB and former KAFB workers. The sum of Phase II and Phase III health assessments performed totaled eight hundred and twenty-four (824), bringing the total assessments performed under all phases to one thousand six hundred ninety-seven (1,697). Due to fluctuations in health assessment requests, a billboard campaign is being prepared to draw additional people with health concerns into the Environmental Health and Wellness Center.

## **POLICY ANALYSIS**

This additional ATSDR grant funding, in the amount of \$336,226.00, will be used to conduct the fourth phase (Phase IV) of the Environmental Health and Wellness Center Program for the period September 30, 2003 through September 29, 2004. The Center anticipates conducting approximately nine hundred (900) health assessments for FY 2004. In addition, this effort will complement the work of SAMHD's Public Center for Environmental Health (PCEH) that performs environmental health research in the Kelly community financed through a grant from the U.S. Air Force. The proposed personnel complement for the Environmental Health and Wellness Center Program is seven (7) positions, one (1) Case Aide reauthorized in this ordinance (See Attachment I) and six (6) already established General Fund positions to be reimbursed by this grant. Last year's grant had five (5) positions authorized. Four (4) never filled positions are being deleted leaving the one (1) filled Case Aide. Payments for contractual services will be made for contract respiratory therapists, physicians, registered nurses, sanitarians, epidemiologists, health

educators and outside laboratories for the processing of specimens on a fee-for-service basis as needed.

This ordinance follows the City practice of utilizing Federal, State and other funds to provide public health services for the residents of our community.

### **FISCAL IMPACT**

The budget for the Environmental Health and Wellness Center Program is funded by the ATSDR. This budget consists of Fiscal Year 2004 funds of \$336,226.00 and unobligated funds of Fiscal Year 2003 previously accepted through ordinance of \$265,863.00 that will be carried forward for use in this award budget. The FY 2004 program budget total will be \$602,089.00.

The personnel complement of this program is seven (7) positions. One (1) position, a Case Aide, is on the personnel complement of this grant. Salaries of the other six (6) positions, which are already in the General Fund, will be reimbursed by this grant. In accordance with the FY 2004 City Budget, funding these positions with grant funds will save the General Fund \$274,871.00.

Acceptance of this grant will place no demands on the City General Fund.

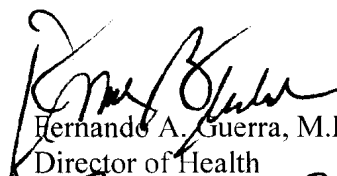
### **COORDINATION**


The City Attorney's Office and the Office of Management and Budget, Risk Management Division have reviewed and approved the Notice of Grant Award. The Finance Department has approved the proposed program budget.

### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

Attachments: Attachment I: Program Budget and Personnel Complement  
Attachment II: ATSDR Notice of Grant Award No. H75/ATH672047-02

  
Fernando A. Guerra, M.D., M.P.H.  
Director of Health

  
Frances A. Gonzalez  
Assistant to the City Manager

APPROVED:

  
Terry M. Brechtel  
City Manager

Attachment I  
Environmental Health and Wellness Center Program 2003-2004  
Fund and Project No. 26-022098  
Budget for period: September 30, 2003 through September 29, 2004

INDEX	ESTIMATED REVENUES	OBJ-CODE	FY 2004	FY 2003	AMOUNT
079087	Centers for Disease Control Prevention (ATSDR)		\$ 336,226		
111690	Transfer from 26-022090			265,863	
	Total Estimated Revenues				<u>\$ 602,089</u>

**APPROPRIATIONS**

Activity: 36-11-08

370999	Regular Salaries & Wages	01-010	9,980	187,168	197,148
371757	Social Security	01-030	765	14,320	15,085
372110	TMRS	01-040	1,140	21,375	22,515
373688	Group Health Insurance	01-050	1,065	24,320	25,385
373969	Life Insurance	01-051	25	430	455
379636	Workers' Disability Compensation	01-060	0	0	0
380246	Personal Leave Buy Back Pay	01-072	0	0	0
381723	Communications: Telephones	02-110	9,000	0	9,000
381939	Pagers	02-112	0	0	0
383927	Mail and Parcel Post Service	02-113	13,800	0	13,800
385468	Cellular Phones	02-114	1,824	0	1,824
385773	Rental of Equipment	02-119	0	0	0
387290	Travel-Official	02-124	12,000	0	12,000
387506	Education/Training	02-128	17,000	0	17,000
387704	Car Expense Allowance	02-130	180	0	180
388470	Maintenance & Repair - Bldgs & Improvements	02-139	2,000	0	2,000
393124	Cleaning Services	02-140	0	0	0
394072	Maintenance & Repair - Auto	02-143	500	0	500
394403	Alarm & Security Services	02-159	0	0	0
399972	Fees to Professional Contractors	02-160	199,500	0	199,500
405886	Vehicle Management Fee	02-167	90	0	90
406801	Procurement Fee	02-168	300	0	300
412239	Automatic Data Processing Services	02-172	0	0	0
416552	Advertising & Publication	02-175	5,077	0	5,077
425876	Membership Dues & Licenses	02-178	500	0	500
432286	Binding, Printing & Reproduction	02-181	10,000	0	10,000
438788	Subscriptions to Publications	02-187	2,000	0	2,000
441055	Office Supplies	03-210	2,000	0	2,000
442269	Food	03-216	2,000	0	2,000
446583	Motor Fuel & Lubricants	03-222	2,000	0	2,000
449520	Chemicals, Medical & Drugs	03-228	42,500	0	42,500
450007	Computer Software	03-243	0	0	0
450247	Other Commodities	03-244	0	0	0
450395	Indirect Cost	04-280	980	18,250	19,230
450593	Computer Equipment	05-360	0	0	0
450841	Machinery & Equipment - Other	05-373	0	0	0
	Total Appropriations		<u>\$ 336,226</u>	<u>\$ 265,863</u>	<u>\$ 602,089</u>

Fund Only Index: 000743

Organization Code: 36-11-08

**PERSONNEL COMPLEMENT**

Class No.	Title	# of Positions
0985	Case Aide	1
<b>Total:</b>		<b>1</b>

09/05/2003

93.161

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
CENTERS FOR DISEASE CONTROL AND PREVENTION

## NOTICE OF GRANT AWARD

AUTHORIZATION (LEGISLATION/REGULATION)

CERCLA 104(I)(1)(E)(7)(15)

ATTACHMENT II

2003 SEP 19 P 3:00

SAN ANTONIO METROPOLITAN

HEALTH DISTRICT

1. SUPERSEDES AWARD NOTICE DATED

EXCEPT THAT ANY ADDITIONS OR RESTRICTIONS

PREVIOUSLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.

2. GRANT NO.

H75/ATH672047-02

5. ADMINISTRATIVE CODES

ATH75

3. PROJECT PERIOD

FROM 09/30/2002

THROUGH

09/29/2004

4. BUDGET PERIOD

FROM 09/30/2003

THROUGH

09/29/2004

6. TITLE OF PROJECT (OR PROGRAM)

ASSESS HUAMN EXPOSURES TO CONTAMINANTS NEAR KELLY AIR FORCE BASE, TEXAS

7. GRANTEE NAME AND ADDRESS

SAN ANTONIO METROPOLITAN HLTH DIST  
FERNANDO A. GUERRA, MD, DIRECTOR OF HLTH  
332 W. COMMERCE STREET  
SAN ANTONIO, TX 78205

10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)

SAM SANCHEZ  
SAN ANTONIO METROPOLITAN HEALTH DISTRICT  
332 W. COMMERCE STREET  
SAN ANTONIO, TX 78205

11. APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)

PHS GRANT FUNDS ONLY  
TOTAL PROJECT COSTS INCLUDING GRANT FUNDS AND ALL OTHER FINANCIAL PARTICIPATION

(PLACE NUMERAL ON LINE)

I

SALARIES AND WAGES.....\$ 197,148  
FRINGE BENEFITS.....\$ 63,440  
TOTAL PERSONNEL COSTS .....\$ 260,588  
CONSULTANT COSTS.....0  
EQUIPMENT.....0  
SUPPLIES.....48,500  
TRAVEL.....12,180  
PATIENT CARE-INPATIENT.....0  
PATIENT CARE-OUTPATIENT.....0  
ALTERATIONS AND RENOVATIONS.....0  
OTHER.....0  
CONSORTIUM/CONTRACTUAL COSTS.....261,591  
TRAINEE RELATED EXPENSES.....0  
TRAINEE STIPENDS.....0  
TRAINEE TUITION AND FEES.....0  
TRAINEE TRAVEL.....0  
TOTAL DIRECT COSTS.....\$ 582,859  
INDIRECT COSTS ( 9.75 % OF S&W/TADC) \$ 19,230  
TOTAL APPROVED BUDGET.....\$ 602,089  
SBIR FEE.....\$ 0  
FEDERAL SHARE.....\$ 602,089  
NON-FEDERAL SHARE.....\$ 0

12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE

A. AMOUNT OF PHS FINANCIAL ASSISTANCE (FROM 11.U).....\$ 602,089  
B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 265,863  
C. LESS CUMULATIVE PRIOR AWARD(S) THIS BUDGET PERIOD...\$ 0  
D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION \$ 336,226

13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT)

BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS
A. 0	0	D. 0	0
B. 0	0	E. 0	0
C. 0	0	F. 0	0

14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH)

A. AMOUNT OF PHS DIRECT ASSISTANCE.....\$ 0  
B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 0  
C. LESS CUMULATIVE PRIOR AWARDS FROM THIS BUDGET PERIOD \$ 0  
D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$ 0

15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES; (SELECT ONE AND PUT LETTER IN BOX.)

A. DEDUCTION  
B. ADDITIONAL COSTS  
C. MATCHING  
D. OTHER RESEARCH (ADD/DEDUCT OPTION)  
E. OTHER (SEE REMARKS)

B

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS 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 CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

REMARKS (OTHER TERMS AND CONDITIONS ATTACHED - YES ☒ NO)

SPONSOR:

\*IDC RATE BASE: SEE ATTACHED

PHS GRANTS MANAGEMENT OFFICER: (SIGNATURE)

(NAME-TYPED/PRINT)

(TITLE)

MILDRED S. GARNER

GRANTS MANAGEMENT OFFICER

7. OBJ. CLASS. 41.51

18. CRS. EIN: 1-746002070-A2

19. LIST NO.: C0-090-G03

FY-CAN	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT. ACTION FIN. ASST	AMT. ACTION DIR. ASST
A. 03-9SELC 03-921T092	B. ATH672047	C. ATH75	D. 336,226	E. 0
A.	B.	C.	D.	E.
A.	B.	C.	D.	E.

10-5152-1 (REV 7/02) (MODIFIED FOR HHS/OPHS)

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DATE ISSUED SEP 05 2003

GRANT NO. H75/ATH 672047-02

GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

**TERMS AND CONDITIONS OF THIS AWARD**

**Note 1:** **INCORPORATION:** Program Announcement Number 02156, Attachment 1, the interim progress report dated August 15, 2003, are made a part of this award by reference.

Budget Category	Year 02 Approved Funds	Carryforward Request	Total Funds
Personnel	\$ 9,980	\$ 187,168	\$ 197,148
Fringe	2,995	60,445	63,440
Travel	12,180	-	12,180
Equipment	-	-	-
Supplies	48,500	-	48,500
Other	-	-	-
Contractual	261,591	-	261,591
Total Direct Costs	\$ 335,246	\$ 247,613	\$ 582,859
Indirect Costs	980	18,250	19,230
Total Award	\$ 336,226	\$ 265,863	\$ 602,089

**Note 2:** **INDIRECT COSTS/FACILITIES AND ADMINISTRATION:**

A provision/temporary rate of 9.75% of direct salaries and wages is provided on this award. If a facilities and administrative/indirect cost rate is established in this budget period, a facilities and administrative/indirect amount based on the negotiated rate will be awarded in subsequent budget periods.

If a rate agreement is not established prior to the submission of the financial report for this budget period, facilities and administrative/indirect costs will be disallowed for this project until an agreement is signed. Addresses of the 4 "regional" IDC offices with phone numbers and the OMB Cost Principles are located at the following Internet website <http://www.hhs.gov:343/psc/dca/>

**Note 3:** **UNOBLIGATED FUNDS:** The continuation award includes \$336,226 of Fiscal Year 03 funds and estimated unobligated funds in the amount of \$265,863 from budget period Year 01 due to a delay in outreach activities and donation of two cars per the recipient's request dated May 22, 2003. The total approved budget is \$602,089.

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GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

**Note 4: REPORTING REQUIREMENTS:**

a. **An Interim Progress Narrative Report/Non-Competing Continuation**

**Application** is required to be submitted to the Grants Management Officer, no later than April 28, 2004. The report must contain the following: (1) Progress on current budget period objectives and activities to include explanation on unmet objectives; (2) Interim Financial Status Report (SF 269). The FSR would reflect projected unobligated balance as of September 29, 2004; (3) New budget period proposed program objectives and activities; and (4) Detailed line-item budget and justification for next budget period, September 30, 2004 through September 29, 2005; (5) Measures of Effectiveness is a data requirement to be submitted with, or incorporated into the semi-annual progress reports.

b. **An Annual Progress Report** is required to be submitted the Grants Management Officer 30 days after the end of the fourth quarter. The due is October 29, 2004.

b. At project end, a **FINAL PROGRESS REPORT** is due 90 days after the project period end date. (Note: The final report should summarize the entire project.) The original and two copies of all reports must be submitted to the Grants Management Officer, Attention Edna Green.

c. **An Annual Financial Status Report (FSR) (SF 269) (Long Form)** for the budget period is required to be submitted to the Grants Management Officer 90 days after the end of the budget period. The due date is December 30, 2004. (NOTE: The FSR is prepared on a budget year and NOT on a cumulative basis. FSR may be downloaded from the following website:

[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)

**Note 5:** **CORRESPONDENCE:** All correspondence regarding this award must be identified with the award number as shown at the top right of this page. An original and two copies of ALL requests, official correspondence and formal reports must be addressed to the Grants Management Officer, Attn: Edna Green, Grants Management Specialist.

**Note 6:** **PRIOR APPROVAL:** All requests that require the prior approval of the Grants Management Officer must bear the signature of an authorized official of the grantee business office as well as the principal investigator or program or project director. Any requests received without two signatures will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include a new proposed budget, and a narrative justification of the requested changes.

**The cutoff date to submit requests for carryover of unobligated funds and rebudgeting of funds for this budget period is April 30, 2004. Any of the aforementioned requests received after this date will be denied and returned to the**

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GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

**grantee. FAXED OR E-MAILED REQUESTS WILL NOT BE ACCEPTED.**

**Note 7:** **INVENTIONS:** Acceptance of grant funds obligates recipients to comply with the "standard patent rights" clauses in 37 CFR 401.14.

**Note 8:** **PUBLICATIONS:** Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, such as: This publication (journal article, etc.) was supported by Grant/Cooperative Agreement Number H75/ATH672047 from ATSDR. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of ATSDR.

**Note 9:** **PURCHASING AMERICAN-MADE EQUIPMENT AND PRODUCTS:** To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made.

ATSDR retains the right to request return of all equipment purchased (in operable condition) with grant funds at the conclusion of the project period. Equipment purchased must be compatible with ATSDR hardware.

**Note 10:** **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 awardees 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 11:** **FRAUD, WASTE, OR ABUSE HOTLINE:** The United States Department of Health and Human Services Inspector General maintains a toll-free telephone number, 800-368-5779, for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to remain anonymous.

**Note 12:** **PAYMENT INFORMATION:** Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS is administered by the Division of Payment Management, Program Support Cent, HHS. PMS will forward the DHHS Manual for Recipients Financed Under the Payment Management System (PMS), PMS-270 and PMS-272 forms.



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GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

A. PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows: Division of Payment Management, FMS/PSC/HHS, P.O. Box 6021 Rockville, MD 20852.

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: Division of Payment Management, FMS/PSC/HHS, Rockwall Building #1, Suite 700, 11400 Rockville Pike, Rockville, MD 20852.

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

**Note 13:**      **Cost Recovery Conditions:**

The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), as amended, by the Superfund Amendments and Reauthorization Act of 1986 (SARA), provides for the recovery of costs incurred at each Superfund site from potential responsible parties. The recipient agrees to maintain an accounting system that will keep an accurate, complete and current accounting of all financial transactions on a site specific basis, i.e., individual, time, travel, and associated costs including indirect costs, as appropriate for the site. The recipient will retain the documents and records to support these financial transactions, for possible use in a cost recovery case, for a minimum of ten (10) years after submission of a Financial Status Report (FSR), unless there is a litigation claim, negotiation, audit or other action involving the specific site, then the records will be maintained until resolution of all issues on the specific site.

All purchases for equipment must be approved in writing prior to purchase and meet the following conditions:

- a. The equipment must be compatible with ATSDR hardware.
- b. The equipment must be returned to ATSDR in operable condition at the conclusion of the project period.

**Note 14:**      **Third Party Agreements - ATSDR:**

Applicant must justify the need to use a contractor. If contractors are proposed, the following must be provided: (1) name of contractor, (2) method of selection, (3) period of performance, (4) detailed budget, (5) justification for use of contractor, and (6) assurance of non-conflict of interest.

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GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

Project activities which are approved for contracting pursuant to the prior approval provisions shall be formalized in a written agreement that clearly establishes the relationship between the recipient and the third party.

The written agreement shall, at a minimum:

- a. State or incorporate by reference all applicable requirements imposed on the contractors under the terms of the grant and/or cooperative agreement, including requirements concerning technical review (ATSDR selected reviewers), ownership of data, and the arrangement for copyright when publications, data, or other copyrightable works are developed under or in the course of work under a PHS grant-supported project or activity.
- b. State that any copyrighted or copyrightable works shall be subject to a royalty-free, nonexclusive, and irrevocable license to the government to reproduce, publish, or otherwise use them, and to authorize others to do so for Federal government purposes.
- c. State that whenever any work subject to this copyright policy may be developed in the course of a grant by a contractor under a grant, the written agreement (contract) must require the contractor to comply with these requirements and can in no way diminish the government's right in that work.
- d. State the activities to be performed, the time schedule for those activities, the policies and procedures to be followed in carrying out the agreement, and the maximum amount of money for which the grantee may become liable to the third party under the agreement.
- e. State non-conflict of interest concerning activities conducted for ATSDR and site-remediation activities for other parties.

The written agreement required shall not relieve the recipient of any part of its responsibility or accountability to PHS under the cooperative agreement. The agreement shall, therefore, retain sufficient rights and control to the recipient to enable it to fulfill this responsibility and accountability.

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GRANT NO. H75/ATH 672047-02

GRANTEE: SAN ANTONIO METROPOLITAN HLTH DISTRICT

**CDC/ATSDR CONTACT NAMES:**

**Grants Management Officer (GMO)**

Mildred S. Garner  
Team Leader, Section III  
Acquisition and Assistance Branch B  
Procurement and Grants Office  
Centers for Disease Control and Prevention (CDC)  
2920 Brandywine Road, Room 3000  
Atlanta, GA 30341-4146  
Telephone: 770-488-27453; FAX: 770-488-2777  
Email: MGarner@cdc.gov

**Business and Grants Policy Contact**

Edna M. Green, Grants Management Specialist  
Acquisition and Assistance Branch B  
Procurement and Grants Office  
Centers for Disease Control and Prevention (CDC)  
2920 Brandywine Road, Room 3000  
Atlanta, GA 30341-4146  
Telephone: 770-488-2743; Fax: 770-488-2777  
Email: ecg4@cdc.gov

**Programmatic Contact**

Ann Walker  
Division of Health Assessment and Consultant  
Agency for Toxic Substances and Disease Registry (ATSDR)  
1600 Clifton Road, Mailstop E-32  
Atlanta, GA 30333  
Telephone: 404-498-0490; FAX: 404-498-0073  
Email: axw0@cdc.gov



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Agency for Toxic Substances  
and Disease Registry  
Atlanta GA 30333

San Antonio Metropolitan Health District  
Attn: Sam Sanchez  
332 W. Commerce Street  
San Antonio, Texas 78205-2409

SEP 05 2003

Reference: Grant Award Number H75/ATH672047-02, "Assess Human Exposures to  
Contaminants near Kelly Air Force Base, Texas

Dear Mr. Sanchez:

Enclosed is the referenced continuation award with attached continuation sheets and copies of guidance letters 202 and 302. The award continuation sheets provide the terms and conditions and point of contact for this award. The project officer listed will be responsible for the review and programmatic monitoring of your award. The grants management specialist listed has been assigned the business management responsibilities.

An original and two copies of all correspondence, including reports should be addressed to the Grants Management Officer, Attention: Edna Green, Grants Management Specialist with a copy to the project officer. Please include the award number as shown above on all correspondence. All requests that require prior approval of the Grants Management Officer, (i.e., rebudgeting, use of unobligated funds, change of principal investigator, change of institution, contracting, etc.) must be signed by the program director and an official of your business office. The request should contain a narrative justification.

Estimated unobligated funds of \$265,863 have been carried forward for use in this award, per your request of August 15, 2003.

Should you have any questions, please contact Edna Green, Grants Management Specialist, at (770) 488-2743 or email address [ecg4@cdc.gov](mailto:ecg4@cdc.gov).

Sincerely,

Mildred S. Garner  
Grants Management Officer  
Acquisition and Assistance Branch B  
Procurement and Grants Office

Enclosures: (3)

1. Award Notice with Continuation Sheets
2. Guidance Letter 202 - Non-Competing Continuations
3. Guidance Letter 302 - Carryover of Unobligated Funds

cc: Business Office

Dr. Jerome Carter, ATSDR, MS-32  
Ann Walker, ATSDR, MS E-32