

A. General Terms and Conditions

Award Calculations

Personnel

Benefits

Travel

Supplies and Equipment

Consultants and Contracts

Other Costs

Indirect Costs (*@ special reduced rate 15%*)

Total Cost

1. This cooperative agreement is subject to applicable Federal law, including but not limited to Title 2 of the Code of Federal Regulations, as well as the following:
 - Incorporated by reference, the provisions of the Office of Management and Budget's (OMB) Uniform Guidance / Omni-circular applicable to grants, cooperative agreements, and other forms of federal financial assistance. Applicable OMB rules and updated guidance are available from the Council on Financial Assistance Reform website at <https://cof.gov/cofar>.
 - Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards (2 CFR Chapters 1 and 2, Parts 200, 215, 220, 225, and 230), available from the electronic Code of Federal Regulations ("e-cfr") at www.ecfr.gov.
 - ONDCP Adoption of the Uniform Guidance or Omni-Circular at 2 CFR Part 3603 et seq.
 - "Government-wide Debarment and Suspension (Nonprocurement)," (adopted and codified by 2 CFR Part 3603)
 - "Government-wide Requirements for Drug-free Workplace (Financial Assistance)" (adopted and codified by 2 CFR Part 3603)
 - See also <http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/html/2014-28697.htm>
 - "New Restrictions on Lobbying" (Codified at 28 CFR Part 69)
 - Conflict of Interest and Mandatory Disclosure Requirements
 - Non-profit Certifications (when applicable)
 - 2 CFR 25.110
2. Audits conducted pursuant to OMB Circular 2 CFR Chapter 2, Part 200 Subpart F, "Audit Requirements", must be submitted no later than nine months after the close of the awardee's audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.

3. Awardees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). Federal Financial Report is required to be submitted quarterly and within 90 days after the cooperative agreement is closed out. Program income must be accounted for and reported on the Federal Financial Report.
4. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the cooperative agreement.
5. Recipients of funds are not agents of ONDCP. Accordingly, the awardee, its fiscal agent(s), employees, contractors, as well as state, local, and federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
6. These general terms and conditions as well as archives of previous versions of the general terms and conditions are available online at www.whitehouse.gov/ondcp/grants.
7. Conflict of Interest and Mandatory Disclosures

Conflict of Interest Requirements

As a non-Federal entity, you must follow ONDCP's conflict of interest policies for Federal awards. You must disclose in writing any potential conflict of interest to an ONDCP Program Officer, or to the pass-through entity if you are a sub-recipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

- i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of sub-awards and contracts.
- ii. None of your employees may participate in the selection, award, or administration of a sub-award or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.
- iii. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct

covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

Mandatory Disclosure Requirement

As a non-Federal entity, you or your pass-through entity(s), must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies. (See also 2 CFR Part 180 and 31 U.S.C. 3321).

8. FFATA / DATA Act Compliance. Each applicant is required to (i) Be registered in the System for Award Management (SAM) before submitting its application; (ii) provide a valid DUNS number in its application; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant awardee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
9. Sub-awards are not contemplated under this cooperative agreement award. However, should the awardee identify a need for a sub-award, prior approval by the Federal awarding agency will be required.
10. Grantee must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180, dealing with all sub-awards and contracts issued under the grant.
11. As specified in the financial opportunity announcement, grantee must:
 - a. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
 - c. Evaluate and monitor the non-Federal entity's compliance with statute, regulations, and the terms and conditions of the Federal awards.
 - d. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

- e. Take reasonable measures to safeguard protected personally identified information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

B. Program Specific Terms and Conditions

1. The awardee organization is legally and financially responsible for all aspects of this cooperative agreement, including funds provided to sub-recipients.
2. Cooperative Agreement funds cannot be used to supplant current funding of existing activities.
3. By law, none of the funds awarded can be used to pay the salary of an individual at a rate in excess of the Executive Level 1.
4. Accounting Records and Disclosure – Awardees and sub-recipients must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to the cooperative agreement or sub-cooperative awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.
5. Individuals may not receive compensation from the regular employer and the cooperative agreement for the same effort at the same time.
6. All program authority and responsibility inherent in the Federal stewardship role shall remain with the Office of National Drug Control Policy (ONDCP). ONDCP will work in conjunction with the recipient to routinely review and refine the work plan so that the project's goals and objectives can be effectively accomplished. ONDCP will monitor the project on a continual basis by maintaining ongoing contact with the recipient, as needed.

C. Federal Award Performance Goals

1. Deliverables: - The work to be done by the awardee is contained in the attached proposal submitted by the University of Maryland, dated September 22, 2015, which is hereby incorporated by reference, unless otherwise directed (see B-6 above).
2. ONDCP staff (Dr. M. Fe Caces) will participate in the research team, including in an initial project meeting. ONDCP will be involved in the major tasks envisioned for this project, including reviewing analytical tables and draft report narrative. In order to facilitate ONDCP's ongoing involvement in this analysis project, the Principal Investigator (PI) and Dr. Caces will schedule a monthly progress meeting by phone, and occasionally in person, to review progress, anticipate next steps, and resolve any outstanding challenges to the project.

See also Section A. 3

D. Payment Basis

1. A request for Advance or Reimbursement shall be made using the HHS/DPM system (www.dpm.psc.gov).
2. The awardee, must utilize the object classes specified within the initial cooperative agreement application each time they submit a disbursement request to ONDCP. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered using the corresponding object class designations. Payments will be made via Electronic Fund Transfer to the award recipient's bank account. The bank must be FDIC insured. The account must be interest bearing.
3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450), awardees and sub-awardees shall promptly, but at least annually, remit interest earned on advances to HHS/DPM using the remittance instructions provided below.

Remittance Instructions - Remittances must include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on federal funds. Pertinent details include the Payee Account Number (PAN), reason for check (remittance of interest earned on advance payments), check number (if applicable), awardee name, award number, interest period covered, and contact name and number. The remittance must be submitted as follows:

Through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

(i) For ACH Returns:

Routing Number: 051036706

Account number: 303000

Bank Name and Location: Credit Gateway—ACH Receiver St. Paul, MN

(ii) For Fedwire Returns*:

Routing Number: 021030004

Account number: 75010501

Bank Name and Location: Federal Reserve Bank Treas NYC/Funds Transfer
Division New York, NY

(* Please note organization initiating payment is likely to incur a charge from your Financial Institution for this type of payment)

For recipients that do not have electronic remittance capability, please make check** payable to: "The Department of Health and Human Services."

Mail Check to Treasury approved lockbox:
HHS Program Support Center, P.O. Box 530231, Atlanta, GA 30353-0231
(** Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account)

Any additional information/instructions may be found on the PMS Web site at <http://www.dpm.psc.gov/>.

4. The awardee or sub-awardee may keep interest amounts up to \$500 per year for administrative purposes.

**RECIPIENT ACCEPTANCE OF COOPERATIVE AGREEMENT
CONDITIONS**

NAME
ORGANIZATION

Date: _____