



# Research Administration Forum

---

March 10, 2022

# Welcome and Reminders

---

- This is NOT being recorded
- We will answer questions at the end of each segment as time permits
- Submit questions via Zoom Q&A window
- Use the “raise hand” option to ask a question orally. You will be allowed to unmute.
- Slides will be posted on the ORA website following the meeting

# Agenda

---

- **Welcome & Announcements** – *Marcia Smith*
- **Special Guest Researcher** – *Nina Harawa, Ph.D., M.P.H.*
- **Research Policy and Compliance Hot Topics**
  - Russia Sanctions – *Ann Pham*
- **Contract and Grant Administration Hot Topics**
  - Subawards – *Tracey Fraser and Kristin Lund*
  - COVID Certifications from Sponsors – *Jim Fong and Flora O'Brien*
  - OS Report Refinements, 700U Certifications – *Tracey Fraser*
- **Open Forum – Questions, Discussion** – *All*

# Optimizing Health Outcomes for People with Criminal Justice Involvement



## Who Am I?

Scholar, Educator, Epidemiologist, Mother, Patient

Black woman, both an immigrant and citizen by birth.

Director, Policy Core, UCLA Center for HIV Identification, Prevention, and Treatment Services (CHIPTS)





Mass incarceration: 200,000 to 2.2 million

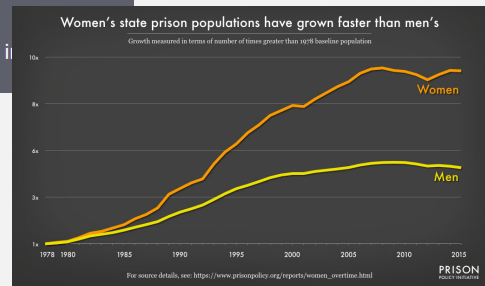
PUBLICATIONS

SHARE 

# People Serving Life Exceeds Entire Prison Population of 1970

FEBRUARY 20, 2020

In this report, we present a closer look at the rise in life sentences amidst the overall expansion.



## Overview

- The UCLA Department of Medicine currently spearheads two research studies to **test the effectiveness of community-based interventions in improving health outcomes** among populations at-risk or currently living with HIV. A third observational study called **BARS**, involves one-time qualitative interviews.
- This consortium of studies includes:
  - **LINK2**
  - **MEPS**
  - **BARS**
- Both LINK2 and MEPS studies include **navigation principles and cash incentives to facilitate access to services upon release from jail or prison** in order to support, linkage, retention, stability, and harm reduction. LINK2 also works with people who have other risk factors for poor engagement in care.
- The findings from these studies seek to **build on current best practices using a collaborative approach** between the study team and direct service providers.



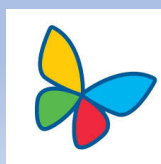
## LINK2

PI: Harawa (UCLA), Belzer (CHLA)  
 Collaboration between UCLA, CHLA, U Chicago and LAC DHS (Wolchok)  
 NIH-funded  
 08/08/2017 - 03/31/2023



### GOALS:

- To adapt the LINK LA peer navigation intervention for adults to create a **Youth Service Navigation (YSN) intervention to guide youth to needed services along the continuum of HIV care**. This intervention combines medical, substance use and mental health care with comprehensive reentry support.
- To test the effectiveness of the new YSN intervention compared to standard of care services.



## LINK2

### ELIGIBILITY CRITERIA (Community Recruits):

- Diagnosed HIV+
- Ages 16-25
- Not assigned female at birth
- English language fluency
- Has experienced *any* of the following:
  - criminal-justice involvement in prior 12 months,
  - parents ever incarcerated,
  - involvement in child protective services ever,
  - current housing instability,
  - current food insecurity, OR
  - recent use of illegal substances.
- Resident of Southern California or State of Illinois

Enrollment goal: 142

Length of follow-up: 12 months

Compensation: Up to \$260



Contact: [dahernandez@mednet.ucla.edu](mailto:dahernandez@mednet.ucla.edu); 213-587-1525

## LINK2



### WHY DOES THIS STUDY MATTER?

- HIV prevalence among incarcerated youth living with HIV (YLWH) is **three times** that of the general population
- Less than half of **YWH** achieve **HIV viral load suppression** due to poor retention and adherence to anti-retroviral therapy (ART).
- Existing linkage and retention services are **insufficient to meet the needs** of criminal justice-involved (CJI) YLWH and those with other risk factors that may increase their risk of poor engagement in care.



## MEPS



PI: Harawa (UCLA)

Collaboration between UCLA, L.A. CADA, CDU, Friends Research Institute

CHIRP funded

1/21/2019 - 4/30/2023

**GOALS:** To test the effectiveness of the *Mobile Enhanced Prevention Support (MEPS)* intervention:

1. To improve engagement in PrEP
2. To encourage regular screening for HIV, STIs, and hepatitis C
3. To encourage linkage to and retention in treatment for substance use disorders
4. To reduce recidivism



MEPS

MEPS





**ELIGIBILITY CRITERIA**

- HIV negative/unknown status
- 18-49 of age
- Transgender woman or cis-gender man
- Has sex with men
- Housed in LA County MCJ K6G unit OR living in the community less than 12 months post-release from incarceration
- Has sought help for substance use disorder
- Resident of LA County

**Enrollment goal:** 300

**Length of follow-up:** 9 months

**Compensation:** \$260 and up





**Contact:** [GVictorianne@mednet.ucla.edu](mailto:GVictorianne@mednet.ucla.edu); 424-501-4829

MEPS

MEPS

**WHY DOES THIS STUDY MATTER?**

- Many people are contracting HIV even though we have the tools to prevent it.
- Minoritized populations (race, sexuality, gender), people with substance use disorders, and people who have been incarcerated are at greater risk for HIV and other STIs.
- Reentry is a particularly risky time for substance use-related harms.
- Prevention case management and patient navigation are often not available for people at risk for HIV.

The BARS Study: Building Agent Based Models of  
Racialized Justice System Study in Black MSM



14

## BARS Study (NIDA funded)

- **FOCUS: OPIOID USE AMONGST RECENTLY INCARCERATED BLACK MSM**
- The **primary goal** of this qualitative interview protocol is to examine institutional and social network contributors to opioid use (including prescription opioids, heroin, and synthetic opioids such as fentanyl), opioid use disorder, and opioid-related harms among younger Black men who have sex with men (YBMSM) who have been involved with the criminal justice/corrections system.
- Our approach is informed by the **risk environment framework** and a **life course perspective**. The risk environment framework recommends targeting an environment which creates risk for drug misuse and abuse, and then working with a community as a whole rather than with individuals.



**SEEKING PARTICIPANTS FOR**

## DRUG USE RESEARCH STUDY

*Are you*

- kicking it with men?
- 18-34 years old?
- okay with sharing your story?

If YES, you might qualify for our one-time paid interview study! If you are eligible and complete the study, you will be reimbursed \$50 cash for your time.

**Call/text the BARS study team: 657-234-5768  
or email [barsoutreach@gmail.com](mailto:barsoutreach@gmail.com)**

UCLA/Charles Drew University  
Investigator: Nina Harawa, PhD

## Project Initiatives

- Book drive for Men's Central Jail
- Health talks at residential recovery facilities, led by UCLA MD/PhD student
- Activism – L.A. Regional Reentry Program
- Development of community staff members



---

# SANCTIONS & EXPORT CONTROL UPDATE

## RESEARCH ADMINISTRATION FORUM

---

March 2022

# OVERVIEW Export Controls

---

## WHAT ARE EXPORT CONTROLS?

The **federal laws and regulations** that have been established by the U.S. government to control:

- The **export\*** of sensitive equipment, software, and technology
- Trade and financial transactions

These controls are in place to promote national security interests and foreign policy objectives.

*\*export* the shipment, transmission, or transfer of items, information, and software to foreign countries, persons, or entities

## IMPACT ON UCLA

- Research
- Teaching
- Services
- Financial Transactions – payments, purchases
- Travel
- Shipment of tangible items
- Visa beneficiaries
- Violations and reputational risk

# UPDATE Russia Sanctions & Export Controls



## U.S. DEPARTMENT OF COMMERCE Bureau of Industry and Security ("BIS")

- Severely restrict Russia's access to technologies and items that sustain military capabilities
- Target Russia's defense, aerospace, and maritime sectors
- Policy of denial on items that were not previously subject to controls: **semiconductors, computers, telecommunications, information security equipment, lasers, sensors**



## U.S. DEPARTMENT OF THE TREASURY Office of Foreign Assets Control ("OFAC")

- Target Russia's two largest financial institutions and other major ones
- Require all U.S. financial institutions to close any correspondent or payable-through accounts and to reject any future transactions
- Russian and Belarus individuals sanctioned



## WHAT DOES THIS MEAN FOR UCLA?

- Fundamental Research are not subject to export controls
- Deemed exports are excluded
- License may be required for:
  - Shipping and exchange of information
  - Travel
  - Services
  - Financial Transactions

# QUESTIONS & COMMENTS

[export.controls@research.ucla.edu](mailto:export.controls@research.ucla.edu)

**Ann Pham**

Export Control Officer

**Aaron Taber**

Senior Export Control Analyst

**UCLA**





# *OCGA's Outgoing Subaward Team (OST)*

---

Research Administration Forum

March 10, 2022

# OCGA OST Metrics: Open Agreements

---

# of Open Agreements

**334**

Ave Age

**40 Days**

# OCGA OST Metrics: Fully Executed Agreements

---

YTD Completed  
**1307**

Ave. TAT  
**42 days**

Ave. OCGA TAT  
**28 Days**

# OCGA OST Metrics: Fully Executed

## New Subaward

- Ave Total Turnaround time **66 days**
- OCGA Turnaround Time **33 days**

## Subaward mod

- Ave Total Turnaround time **41 days**
- OCGA Turnaround Time **27 days**

# OCGA OST Metrics: Fully Executed

## New MCA

- Ave OCGA / TAT

**34days**

## Subaward mod

- Ave OCGA / TAT

**26 days**

# Opportunities to Improve Turnaround Times

---

- Submit paperwork for subawards timely, ideally when the main agreement has been fully executed
- Don't wait until after the subaward period of performance starts
- Submit complete paperwork package
  - Kristin will discuss in more detail

# OST: Updates

---

*Kristin Lund, Assistant Director, [kristin.lund@research.ucla.edu](mailto:kristin.lund@research.ucla.edu)*

*Mary Haskins, Contract & Grant Officer, [mhaskins@research.ucla.edu](mailto:mhaskins@research.ucla.edu)*

*Shawn Hoffman, Senior Contract & Grant Analyst, [shawn.hoffman@research.ucla.edu](mailto:shawn.hoffman@research.ucla.edu)*

***Kim Smith, Senior Contract & Grant Analyst, [kimberly.smith@research.ucla.edu](mailto:kimberly.smith@research.ucla.edu)***

***Becky Yuan, Senior Contract & Grant Analyst, [rebecca.yuan@research.ucla.edu](mailto:rebecca.yuan@research.ucla.edu)***

*Patrick Busto, Contract & Grant Analyst, [patrick.busto@research.ucla.edu](mailto:patrick.busto@research.ucla.edu)*

*Ashley Severa, Contract & Grant Analyst, [ashley.severa@research.ucla.edu](mailto:ashley.severa@research.ucla.edu)*

*Jesus Reyes, Contract & Grant Analyst, [jesus.reyes@research.ucla.edu](mailto:jesus.reyes@research.ucla.edu)*

***Jarelye Picado, Contract & Grant Specialist, [jarelye.picado@research.ucla.edu](mailto:jarelye.picado@research.ucla.edu)***

# OST: Updates (Cont.)

## Communications: OST Automated E-mails

- *E-mail notifications to let you know when your subaward request has been assigned to an OST negotiator*

From: [DoNotReply@research.ucla.edu](mailto:DoNotReply@research.ucla.edu) <[DoNotReply@research.ucla.edu](mailto:DoNotReply@research.ucla.edu)>  
Sent: Friday, February 25, 2022 1:00 AM  
To: \*\*\*\*\*  
Cc: \*\*\*\*\*  
Subject: OCGA Notice: Outgoing Subaward/MCA No. \*\*\*\*\* In Process OST [ \*\*\*\*\* ]

Hello,

The Office of Contract and Grant Administration (OCGA) Outgoing Subaward Team (OST) is in receipt of an Outgoing Subaward/MCA transaction request for the following:

UCLA Project Title: \*\*\*\*\*  
UCLA Sponsor Name: \*\*\*\*\*  
Subaward/MCA No.: \*\*\*\*\*  
Subrecipient/Sister Campus: \*\*\*\*\*  
Action: Subgrant Out  
Requested Agreement Dates: \*\*\*\*\*

Issuance of this outgoing Subaward/MCA is in process. Please be advised that the Subrecipient/Sister Campus is not authorized to act on this Outgoing Subaward/MCA until it receives OCGA OST. Any expenses incurred are at Subrecipient/Campus's risk.


All Subrecipient compliance requirements must be confirmed before the agreement can be issued, including the following (as applicable):

- Completed Subaward/MCA Checklist, Purchase Order, Determination, Commitment Form/Letter of Intent, along with applicable supporting documents required per the Subaward work and budget, etc.)
- Subrecipient IRB or IACUC approval(s)
- Sponsor approval of Subaward/MCA as reflected on the UCLA Award Snapshot
- Federally required risk assessment (completed by UCLA OCGA OST)

Once all required documents are received, reviewed and finalized, and the federally required Subrecipient Risk Assessment/Monitoring is completed by the OST, the Outgoing Subaward/MCA, Subrecipient/Sister Campus, and the Department Contact noted on the OCGA Subaward Checklist will be copied. This agreement has been assigned to Ashley Severa ([ashley.severa@ucla.edu](mailto:ashley.severa@ucla.edu)) interim. Please note that this is an automated email that has been sent to the single UCLA Department Contact noted in OCGA Subaward Checklist – please share with those in your department.

Thank you,

UCLA OCGA OST  
<https://ocga.research.ucla.edu/required-forms>

 **UCLA Research Administration**  
Contract & Grant Administration

# OST: Updates (Cont.)

## OST Information: FAQs update

- The Outgoing Subaward Team's questions and answers on OCGA's FAQs page are being updated*

The screenshot shows the UCLA Research Administration website. The navigation bar includes links for Home, About OCGA, Hot Topics, Proposals / Awards / Outgoing Subawards, Resources (highlighted with a red arrow), and Submit to OCGA. Below the navigation bar, there are six main menu categories: Policies & Procedures, Forms, Electronic Resources, Standard Institutional Information, Training Resources, and FAQ. The FAQ section is highlighted with a purple background and contains a list of links, including 'Outgoing Subawards', which is highlighted with a red arrow.

Policies & Procedures	Forms	Electronic Resources	Standard Institutional Information	Training Resources	FAQ
<ul style="list-style-type: none"><li>Overview</li><li>UCLA Research-Related Policies and Procedures</li><li>UC-Wide Policies</li><li>Federal Policies &amp; Procedures</li></ul>	<ul style="list-style-type: none"><li>Overview</li><li>General Forms</li><li>Outgoing Subaward Forms</li></ul>	<ul style="list-style-type: none"><li>Overview</li><li>S2S Grants</li><li>ORA Online Resource Center</li><li>Other UCLA Systems</li><li>NIH eRA Commons</li><li>NSF FastLane/Research.gov</li><li>Other Federal Systems</li><li>Other Non-Federal Systems</li></ul>	<ul style="list-style-type: none"><li>Overview</li><li>UCLA Standard Information</li><li>Human &amp; Animal Research Subjects</li><li>Facilities and Administrative Costs (F&amp;A)</li><li>Graduate Student Fees &amp; Fee Remissions</li><li>Audit and Tax Information</li><li>Cashiering &amp; Payment Information</li><li>Additional Representations and Certifications</li></ul>	<ul style="list-style-type: none"><li>Overview</li><li>OCGA Master Training Calendar</li><li>Research Administration Forum (RAF)</li><li>ORA News ListServ</li><li>Job Aid for PIs (Portal)</li><li>DocuSign Information and Resources (UCLA IT Services)</li></ul>	<ul style="list-style-type: none"><li>Proposal Preparation</li><li>Award Management</li><li>Outgoing Subawards</li><li>Electronic Resources</li><li>Policies and Procedures</li><li>Forms</li><li>Standard Institutional Information</li><li>Training Resources</li></ul>

# OST: Updates *(Cont.)*

---

## Next steps:

- Forms review
  - Streamlining of current OST required forms
- Additional training
  - Video training on OST forms
- System changes
  - Fully moving into OCGA's PATS system

# OST: *Standard Processes*

Request Received

- Initially reviewed by OST's Intake
- OST Intake may request additional information or clarification

Negotiator Initial Review

- OST Negotiator reviews Subaward Checklist and Backup Documentation along with the overall project documents

Negotiator May Need Additional Information

- If any additional information or clarification is needed, the OST Negotiator will contact the Department

## OST: *Standard Processes (cont.)*

### Negotiator Reviews Entity

- OST Negotiator conducts review of the subaward entity to determine risk
- Review of the entity is based on documents submitted by the Department and online profiles and information

### Negotiator Drafts Subaward

- OST Negotiator uses the entity review, the review of subaward documents and review of the overall UCLA project, to determine overall project risk
- Negotiator begins to draft the Subaward Agreement, overall project risk assessment may necessitate additional subaward requirements

# OST: Department Review of Proposal Stage Documents

## Proposal Documents required for Subrecipients who ARE FDP Expanded Clearinghouse Members:

- Sub vs. Contractor Determination Checklist (UCLA)
- Letter of Intent (Sub)

### Plus

- Subrecipient's Detailed SoW (Sub)
- Subrecipient's Detailed Line Item Budget-Just., (including Cost share Budget/Justification *if app*) (Sub)

## Proposal Documents required for Subrecipients who ARE NOT FDP Expanded Clearinghouse Members:

- Subrecipient vs. Contractor Determination Checklist (UCLA)
- Subrecipient Commitment Form (Sub), and, *if applicable*:
  - U.S. Federal IDC/Fringe Rate agreement(s) (Sub)
  - PHS Financial Disclosure Form (Sub)
  - Fair and Reasonable Cost Analysis Form (UCLA)
  - Certificate of Compliance - Audit (Sub)
  - Financial Audit Management Questionnaire (FAMQ) (formerly known as A-133 Mini Audit) (Sub)
  - FFATA most highly compensated officers list (Sub)

### Plus

- Subrecipient's Detailed Scope/Statement of Work (SoW) (Sub)
- Subrecipient's Detailed Line Item Budget-Justification, (including Cost share Budget/Justification *if applicable*) (Sub)

## Proposal Documents required for sister UC campuses:

- MCA Commitment *or* LOI (Site)

### Plus

- Campus' Detailed SoW (Site)
- Campus' Detailed Line Item Budget-Justification, (including Cost share Budget/Just. *if app.*) (Site)

# OST: Department Review of Proposal Stage Documents (cont.)

## Proposal Stage Documents

- *Please be sure to review forms that are received from your subrecipients*
  - Review is necessary to ensure completeness
- *Subrecipient Commitment Form items that are generally missed:*
  - F&A Rate Agreement

### Section B: Certifications

1. **Facilities & Administrative Rates** included in this proposal have been calculated based on the following:

- Our federally recognized negotiated F&A rates for this type of work. If this box is checked, a copy of your F&A rate agreement *must* be furnished to UCLA Office of Contract & Grant Administration (OCGA).
- A reduced F&A rate dictated by the prime sponsor that we hereby agree to accept. Rate: \_\_\_\_\_ Base Type: \_\_\_\_\_
- Not applicable (No indirect costs are requested by Subrecipient).

- Fair and Reasonable Cost Analysis

14. Subrecipient is what type of entity? \_\_\_\_\_

Is the Subrecipient a for-profit entity? YES  NO

If YES, UCLA PI should complete the [Fair and Reasonable Cost Analysis](#) and attach it to this form.

# OST: Department Review of Proposal Stage Documents (cont.)

## Proposal Stage Documents

- *Subrecipient Commitment Form items that are generally missed (cont.):*
  - FAMQ

### Section C: Audit Status

1. Does the subrecipient receive an annual audit in accordance with OMB Circular A-133/Uniform Guidance? YES  NO

If YES,

- A complete copy of subrecipient's most recent audit report, or the Internet URL link to a complete copy, must be furnished to UCLA OCGA before a subaward will be issued.
- Has the audit been completed for the most recent fiscal year? YES  NO
- Were there any audit findings reported? YES  NO

If YES, UCLA requires that the entity complete the [Certificate of Compliance](#)

If NO, UCLA requires that the entity complete a [Financial Audit Management Questionnaire](#) and may require a limited-scope audit before a subaward can be issued.

# OST: Department Review of Proposal Stage Documents (cont.)

## Proposal Stage Documents

- *Subrecipient Commitment Form items that are generally missed (cont.):*
  - SAM Registration

6. Is subrecipient currently registered in System for Award Management (SAM)? ([www.sam.gov](http://www.sam.gov)) YES  NO

If **NO**, organizations that have not registered with SAM will need to obtain a DUNS number first and then access the online registration through the SAM (System for Award Management) home page at <https://www.sam.gov> (U.S. organizations will also need to provide an Employer Identification Number from the Internal Revenue Service that may take an additional 2-5 weeks to become active).  
Completing and submitting the registration takes approximately one hour to complete and your SAM registration will take 3-5 business days to process. **Subrecipient must have a current SAM registration and maintain their current information in SAM prior to issuance of a Subaward.**

# OST: *Submitting Your Subaward Request Package*

---

## Submitting your Subaward Checklist package to the OST

- Please review your package beforehand
  - Make sure that everything requiring signature is signed
  - Make sure that all documents meant to be included are included
- No piecemeal submissions with multiple e-mails
- If your subrecipient will be working with human or animal subjects, the OST will need approvals for that work prior to finalizing the agreement
- REDUCE processing times by submitting **complete** Subaward Checklist packages to the Outgoing Subaward Team (OST) at [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu).

# OST: Submitting Your Subaward Request Package (cont.)

REDUCE processing times by submitting **complete** Subaward Checklist packages to the Outgoing Subaward Team (OST) at [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu).

The current Subaward Checklist form (**version dated 4/15/2021**) with all items answered. This includes answering the Conflict of Interest question and the PI/Authorized Representative signature on page 2.

- <https://ocga.research.ucla.edu/wp-content/uploads/UCLA-OCGA-subaward-checklist.pdf>

**NEW SUBAWARD**

Under Requisition # \_\_\_\_\_

(Complete all sections below except IV.) ←

**AMENDMENT and/or CHANGE ORDER TO CURRENT SUBAWARD**

Under Purchase Order # \_\_\_\_\_ Amendment # \_\_\_\_\_

(Complete all sections below.) ←

# OST: Submitting Your Subaward Request Package (cont.)

Review your Subaward Checklist against your OCGA Award Snapshot.



## University of California, Los Angeles Award Snapshot

### Section III: Award Demographics

<b>Sponsor Award Number:</b>	123456789-01	<b>UCLA PATS Number:</b>	20121820
<b>Proposal Type:</b>	New	<b>Award Type:</b>	Grant
<b>Program Type:</b>	Basic Org Research	<b>Special Program Type:</b>	Limited Submission
<b>Award Status:</b>	Awarded/Fully Executed	<b>Location:</b>	On Site

Budget Period	Direct Costs	F&A Costs	Total	F&A Rate	F&A Base	Award Status	Action Type
04/01/2012 - 03/31/2013	\$198,765	\$107,333	\$306,098	0.000 %	MTDC	Awarded/Fully Executed	New
04/01/2013 - 03/31/2014	\$198,765	\$107,333	\$306,098	0.000 %	MTDC	Anticipated/Committed	Continuation
04/01/2014 - 03/31/2015	\$198,765	\$107,333	\$306,098	0.000 %	MTDC	Anticipated/Committed	Continuation
04/01/2015 - 03/31/2016	\$198,765	\$107,333	\$306,098	0.000 %	MTDC	Anticipated/Committed	Continuation
04/01/2016 - 03/31/2017	\$198,765	\$107,333	\$306,098	0.000 %	MTDC	Anticipated/Committed	Continuation

### Section IV: Subawards

#### Proposed Subawards

University of Southern California, UC San Diego

#### Named Subawards

University of Southern California

# OST: Submitting Your Subaward Request Package (cont.)

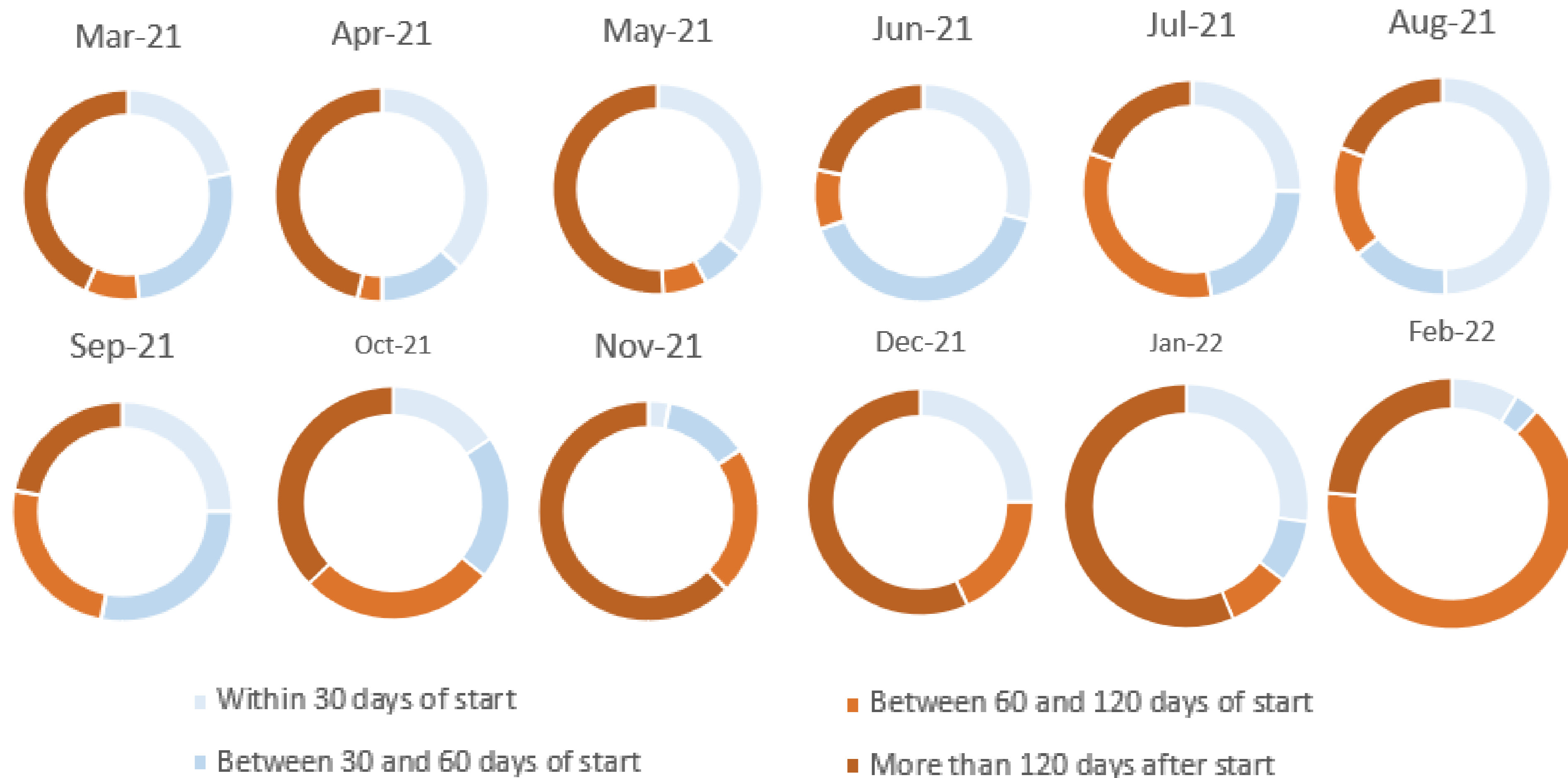
A complete Subaward package includes:

- All corresponding Attachments

## **VII. REQUIRED DOCUMENTS** *(Required documents that are incomplete or missing WILL DELAY review and processing.)*

Required for All Subawards	Required as Applicable
<input type="checkbox"/> Completed UCLA Subaward Checklist (this form) <input type="checkbox"/> UCLA <a href="#">Subrecipient Commitment Form</a> <b>OR</b> UCLA <a href="#">Letter of Intent</a> (LOI to be used for <a href="#">FDP Expanded Clearinghouse Members</a> only) <input type="checkbox"/> <a href="#">UCLA Subrecipient vs Contractor Determination Form</a> <input type="checkbox"/> Subrecipient Statement of Work <input type="checkbox"/> Subrecipient Line Item Budget and Justification <input type="checkbox"/> Applicable UCLA OCGA Award Snapshot	<input type="checkbox"/> Subrecipient IRB Approval (if working with human subjects) <input type="checkbox"/> Subrecipient IACUC Approval (if working with animal subjects) <input type="checkbox"/> Subrecipient Stem Cell Approval (if working with stem cells) <input type="checkbox"/> Subrecipient Line Item Cost Share Budget and Justification (if cost share indicated in Section V above) <b><i>If indicated by Subrecipient Commitment Form:</i></b> <input type="checkbox"/> Subrecipient Federal Indirect Cost Rate Agreement <input type="checkbox"/> Subrecipient Federal Fringe Benefits Rate Agreement <input type="checkbox"/> <a href="#">PHS Financial COI Disclosure Form</a> (if no PHS FCOI policy) <input type="checkbox"/> Subrecipient Most Recent UG Audit (copy of or hyperlink to) <input type="checkbox"/> <a href="#">Certificate of Compliance</a> (if UG Audit has findings) <input type="checkbox"/> <a href="#">Financial Audit Management Questionnaire</a> (if no UG audit) <input type="checkbox"/> <a href="#">UCLA Fair &amp; Reasonable Cost Analysis</a> (For-Profit subrecipients)
<input type="checkbox"/> <b><i>New:</i></b> Required Documents were submitted <b><u>complete</u></b> to OCGA at proposal stage. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget; subject use approvals; Financial Audit Management Questionnaire; etc). <input type="checkbox"/> <b><i>Amendment:</i></b> Required Documents were submitted to the OST for a previous action. There are no changes or updates, except as attached (for example, if applicable: revised scope of work and/or budget; subject use approvals; etc).	

# OST: Subaward Request Receipt Dates



# OST: Subaward Request Receipt Dates (cont.)

*When you receive an OCGA e-mail Notification confirming the setup of your award, if a subaward or subaward amendment needs to be issued, please be sure to submit your Subaward Checklist package as soon as you are able.*

**From:** ORA Reports <[DoNotReply@research.ucla.edu](mailto:DoNotReply@research.ucla.edu)>  
**Sent:** Friday, February 18, 2022 1:15 AM  
**To:** UCLA PI <[UCLA\\_PI@e-mail](mailto:UCLA_PI@e-mail)>;  
**Cc:** ORA PATS Records <[PATSRecords@research.ucla.edu](mailto:PATSRecords@research.ucla.edu)>; ORDM Awards AFE <[awardsafe@research.ucla.edu](mailto:awardsafe@research.ucla.edu)>  
**Subject:** OCGA Notice of Award Action: UCLA PI [ PATS Number ]

## UCLA OCGA Notification of Award Action

Principal Investigator: *UCLA PI*  
Department: *Administering Department*  
Project Title: *Project Title*

Sponsor: *Sponsor Name*  
Sponsor Award Number: *Award Number*  
Fund Number: *Assigned Fund Number* ←  
UCLA PATS Record Number: *PATS Number*  
Award Type: *Grant or Cooperative Agreement*  
Action: *New or Continuation*

Funds Awarded this Action: *Funded amount for this action*  
Total Funds Awarded to Date: *Total funded amount*  
Current Budget Period: *Budget period this action* ←  
Project Period: *Overall project period*

On behalf of the Office of Contract and Grant Administration (OCGA) within the Office of Research Administration (ORA), the above-referenced document is fully executed.

Please review and adhere to all terms and conditions in your award document, paying particular attention to the technical and financial reporting requirements in the grant, contract and/or sponsor guidelines.

Please also use our additional on-line tools to view valuable information about your award:

- Research Portal (<http://portal.research.ucla.edu>): You can now view a real-time updated copy of your award snapshot and award terms and conditions using this tool.
- PI Portal (<http://piportal.research.ucla.edu>): You can view expense information, including a real time fund balance for your award using this tool.

# Questions?

---

- For questions regarding specific subawards, contact the OCGA Outgoing Subaward Team member named in your subaward agreement or send an email to [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu) (for Multi-campus Awards: [outgoingMCA@research.ucla.edu](mailto:outgoingMCA@research.ucla.edu)). Your question will be forwarded to the Subaward Team member assigned to that Subaward or MCA.
- The e-mail addresses [ocgasubawards@research.ucla.edu](mailto:ocgasubawards@research.ucla.edu) and [outgoingMCA@research.ucla.edu](mailto:outgoingMCA@research.ucla.edu) are only for communications regarding outgoing subawards (awards in which funding will flow *from* UCLA to the subrecipient)
- For quick reference on Outgoing Subaward Required Forms visit our website at: <https://ocga.research.ucla.edu/required-forms/>
- ***General questions?***

*Thank you!*



**Research Administration**  
Contract & Grant Administration

# **COVID-19 Vaccination Mandates Certifications to Sponsors Federal, County of Los Angeles and City of Los Angeles**

---

Research Administration Forum

March 10, 2022

# COVID-19 Vaccination Mandates

The story so far ...

- **Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors (EO 14042)**
  - Signed by President Biden on 9/9/2021
- **Los Angeles County Ordinance 2021-0066U**
  - Urgency Ordinance adopted by the Los Angeles County Board of Supervisors on 12/7/2021
- **County of Los Angeles Department of Public Health**
  - Health Care Work Vaccination Requirement issued 1/12/2022 (revised 2/25/2022)
- **City of Los Angeles Ordinance 187134**
  - Adopted by the Los Angeles City Council on 8/16/2021

# Executive Order 14042 Updates

## Federal Contractor Vaccination Mandate

September 9, 2021

### Executive Order 14042

Federal contracts and contract-like instruments must now include a clause compelling most contractors and subcontractors (at any level) to comply with prescribed COVID-19 workplace safety requirements for the duration of contracted work.

November 30, 2021

### EO Court Challenges

U.S. District Court in KY rules on a preliminary injunction\* that prevents enforcement of the EO in KY, OH and TN

**\*Federal contractors can voluntarily comply with the EO under preliminary injunctions**

December 7, 2021

### EO Enforcement Paused

U.S. District Court in GA results in a nationwide injunction on enforcing the EO

**Federal government advises it will not enforce the requirements of the EO pending future court decisions**

January 5, 2022

### Appellate Court Ruling

U.S. Sixth Court of Appeals upheld KY ruling that President exceeded authority under statute by imposing mandate on federal contractors—No change to EO enforcement “Pause”

# Los Angeles County Ordinance

COVID-19 Vaccination Mandate for County Contractors

## Los Angeles County Urgency Ordinance 2021-0066U

- Adopted by the County Board of Supervisors on 12/7/2021
- **Mandate:** *County contractors to provide vaccinated contractor workers prior to interacting in person with County workforce members and members of the public, or working on County-owned or controlled property.*
- Religious and medical exemptions may be granted

# Los Angeles County Ordinance

COVID-19 Vaccination Mandate For County Contractors

## KEY DEFINITIONS

**Contractor Personnel:** All employees of a Contractor, and persons working on its behalf on a Contract with the County, including but not limited to, subcontractors of any tier

**County Workforce Members:** The County's employees, interns, volunteers, and commissioners

**In-Person Services:** Contractor Personnel coming into contact with County Workforce Members or the public while performing services under a Contract.

**Fully Vaccinated:** 2 weeks or more have elapsed since Contractor Personnel received:

1. Second dose in a 2-dose COVID-19 vaccine series (e.g., Pfizer-BioNTech or Moderna);
2. Single-dose COVID-19 vaccine (e.g., Johnson and Johnson's [J&J] Janssen); or
3. Final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").

# Los Angeles County Ordinance

COVID-19 Vaccination Mandate for County Contractors

## Contractual Requirements

- Full compliance by 1/1/2022 is satisfied by submission to the County, its **Certification of Compliance** (per contract) signed by OCGA
- OCGA certifies that all UCLA Contractor Personnel who perform *in-person services* in the contract are fully vaccinated or when applicable, provides a list of Contractor Personnel granted a religious/medical exemption
- UCLA shall maintain records of Proof of Vaccination for Contractor Personnel or exemption status for contract retention period

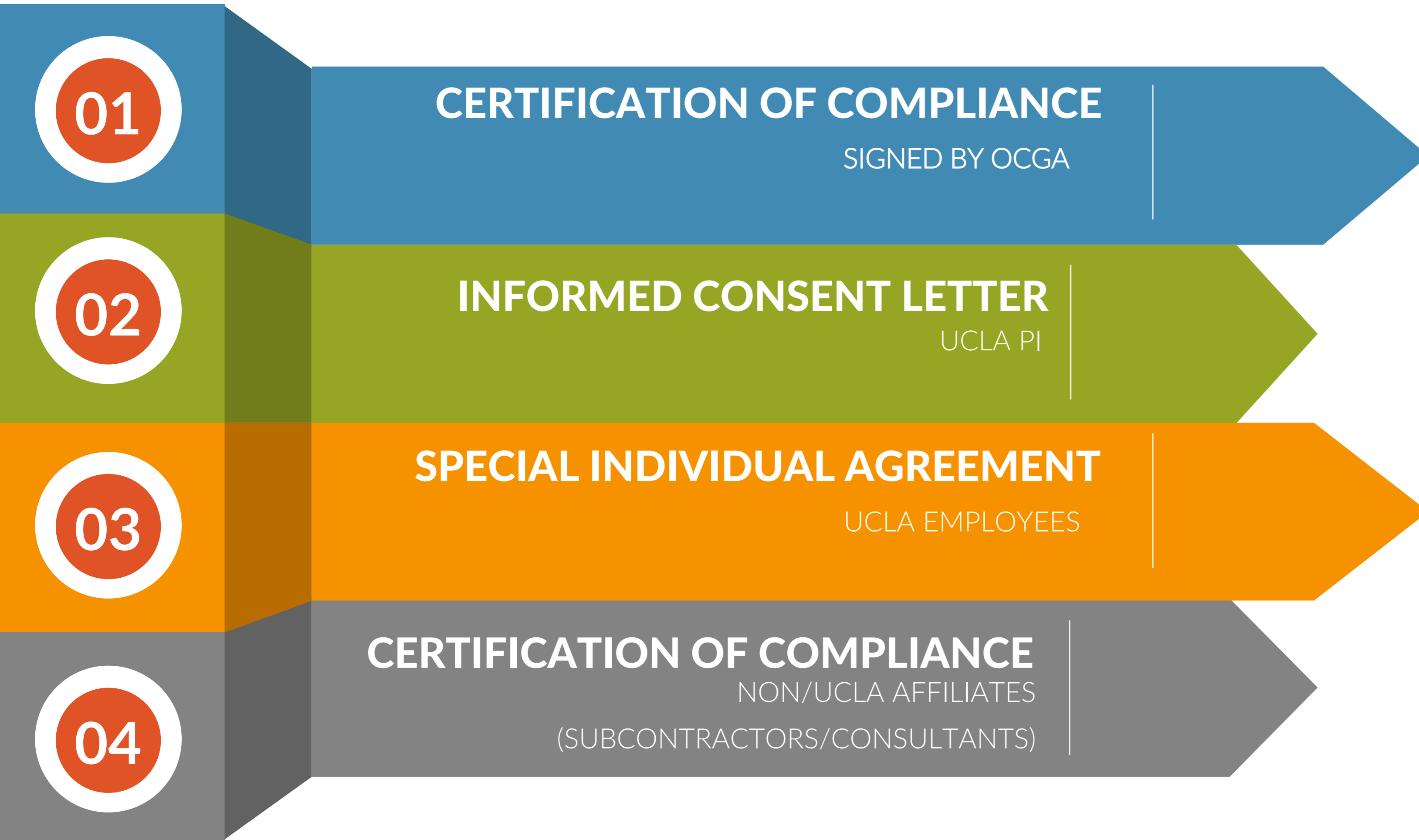
# County of Los Angeles Department of Public Health

- **Health Care Worker Vaccination Requirement Order of Health Officer– Issued 1/12/22 (Revised 2/22/2022)**
  - **Vaccination Requirements for Health Care Workers:**
    - Same as LAC Ordinance (Full dose of Pfizer-BioNTech, Moderna, Johnson & Johnson/Janssen, and other specified COVID-19 vaccines)
    - **+ COVID-19 booster dose**
    - Religious and medical exemptions may be granted
  - **Contractual Requirements:**
    - Full Compliance by 3/1/2022 (extended date)
    - **OCGA signs and submits Certificate of Compliance**

**What are the steps to meet the County’s certification?**

# County of Los Angeles

## COVID-19 Vaccination Certification of Compliance for County Contractors



### PI Responsibilities

- Ensures all Contractor Personnel performing In-Person services complies with LAC Ordinance/County DPH Health Orders vaccination mandate
- Leverages UCLA online COVID-19 Symptom Monitoring and Vaccination Verification System
- Ensures Contractor Personnel granted religious/medical exemptions complies with LAC Ordinance/County DPH Health Orders (mandatory COVID testing enforced)
- Coordinates with UCLA COVID Ctr/HR representative, as needed
- Coordinates consent and other certification documents with OCGA

# City of Los Angeles Ordinance 187134

For City of Los Angeles Contractors

- **Adopted by the Los Angeles City Council on 8/16/2021**
- **Mandate:** *Effective 10/20/21, any new contract executed by the City shall include a clause requiring employees of the contractor and/or persons working on their behalf who interact with City employees, are assigned to work on City property for the provision of services, and/or come into contact with the public during the course of work on behalf of the city to be fully vaccinated. [Religious and medical exemption may be permitted]*
- **Key Definitions**
  - **Contractor Personnel:** Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors
  - **In-Person Services:** Performing services under this Agreement and prior to interacting in person with City employees, contractors, volunteers, or members of the public
  - **Fully Vaccinated:** 14 or more days have passed since Contractor Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) (Boosters required only for High-Risk Settings—follow County of Los Angeles Health Care Worker Vaccination Requirement (LA County DPH Health Officer Order) issued 1/12/22).

# City of Los Angeles Ordinance 187134

For City of Los Angeles Contractors

- **UCLA PI Responsibilities (Outlined Informed Consent letter)**
  - PI is responsible for all staff performing/will perform in-person services to comply with the City's mandate
  - PI should leverage UCLA's online COVID-19 Symptom Monitoring System for UCLA staff and coordinate with local COVID or HR representative, as needed
  - Notify City and OCGA when Contractor Personnel performing in-person services, test positive or have COVID, immediately remove and shall not assign such personnel to perform in-person services
  - PI shall retain, for the retention period of the contract, proof that such Contractor Personnel (performing in-person services) comply with the City mandate

## KEY TAKEAWAYS

- ***Dynamic Environment***
- ***Federal Enforcement of COVID Vaccination Mandate: “paused”***
- ***Compliance Challenges***
- ***Key Responsibilities:***
  - PI/Department**
    - Ensures all assigned contractor staff complies with local ordinances/COVID 19 vaccination mandates
    - Coordinates with OCGA in securing all consent and other certification documents (including changes) needed to comply with the local ordinances/COVID 19 vaccination mandates
  - OCGA**
    - Signs the County Certification of Compliance on behalf of University
    - Provides general guidance on certification process

# Resources/Links

## COVID-19 Vaccination Mandates

- **Presidential Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors (EO 14042)** <https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-ensuring-adequate-covid-safety-protocols-for-federal-contractors/>
- **County of Los Angeles Ordinance** [http://file.lacounty.gov/SDSInter/isd/dbw/1116588\\_Ordinance.pdf](http://file.lacounty.gov/SDSInter/isd/dbw/1116588_Ordinance.pdf)
- **County of Los Angeles Department of Public Health Order of the Health Officer – Health Care Worker Vaccination Requirement** [2022.02.25 HOO HealthCareWorkers \(lacounty.gov\)](https://www.lacounty.gov/healthcareworkers/2022.02.25_HOO_HealthCareWorkers)
- **FAQs COVID-19 Vaccinations of County Contractor Personnel**  
[http://file.lacounty.gov/SDSInter/isd/dbw/1116875\\_Final\\_Contractor\\_VAX\\_Mandate\\_FAQs.pdf](http://file.lacounty.gov/SDSInter/isd/dbw/1116875_Final_Contractor_VAX_Mandate_FAQs.pdf)
- **City of Los Angeles Ordinance 187134** [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)
- **UCLA COVID-19 Symptom Monitoring and Vaccination Verification System**  
[https://uclasurveys.co1.qualtrics.com/jfe/form/SV\\_3qRLtouCYKzBbH7](https://uclasurveys.co1.qualtrics.com/jfe/form/SV_3qRLtouCYKzBbH7)

# Reference Materials

## COVID-19 Vaccination Mandates

- **LAC Ordinance Certification of Compliance (signed by OCGA)**
- **City of Los Angeles COVID 19 PSC 44 (Contract Term)**

# Los Angeles County Ordinance

## Certification of Compliance Signed by OCGA

**Certification of Compliance**  
**Urgency Ordinance, County Code Title 2 – Administration, Division 4 –**  
**Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor**  
**Personnel)**

I, \_\_\_\_\_, on behalf of The Regents of the University of California by and on behalf of the Department of \_\_\_\_\_ (the "Contractor"), certify that on County Contract \_\_\_\_\_.

\_\_\_\_ All Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance.

\_\_\_\_ Most Contractor Personnel on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are [LIST ALL CONTRACTOR PERSONNEL]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name

# City of Los Angeles COVID-19 Contract Term (10/20/21)

COVID-19 Vaccination Mandate

## PSC – 44. COVID-19

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, “**Contractor Personnel**”), while performing services under this Agreement and prior to interacting in person with City employees, contractors, volunteers, or members of the public (collectively, “**In-Person Services**”) must be fully vaccinated against the novel coronavirus 2019 (“COVID-19”).

“**Fully vaccinated**” means that 14 or more days have passed since Contractor Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated. Contractor shall retain such proof for the document retention period set forth in this Agreement. Contractor shall grant medical or religious exemptions (“Exemptions”) to Contractor Personnel as required by law. If Contractor wishes to assign Contractor Personnel with Exemptions to perform In-Person Services, Contractor shall require such Contractor Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by Contractor. If Contractor Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments. Furthermore, Contractor shall immediately notify City if Contractor Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

# Any Questions?

## UCLA/OCGA

### Website URL

<http://ocga.research.ucla.edu>

**Flora O'Brien, CRA**  
**Contract and Grant Officer**

Phone: (310) 206-0807

Email: [flora.obrien@research.ucla.edu](mailto:flora.obrien@research.ucla.edu)

**Jim Fong**  
**Assistant Director**  
**Contracts and Incoming Subawards**

Phone: (310) 794-0608

Email: [jim.fong@research.ucla.edu](mailto:jim.fong@research.ucla.edu)



**Research Administration**  
Contract & Grant Administration

***Thank You!***

---

March 10, 2022



# OCGA Updates

Tracey Fraser, Senior Director

---

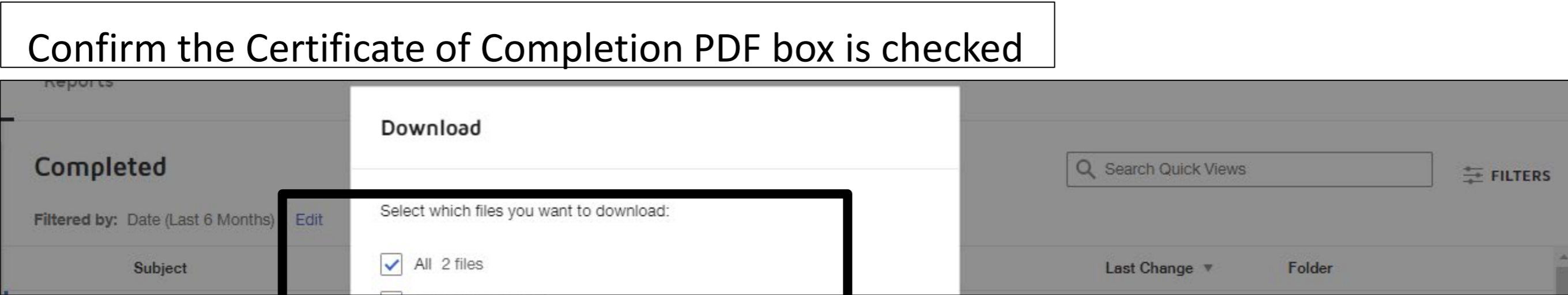
MARCH 10, 2022

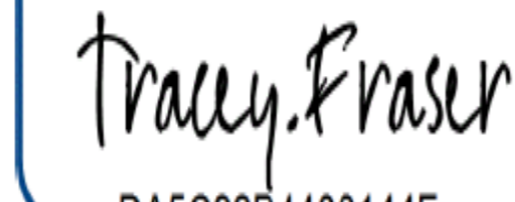
# Agenda

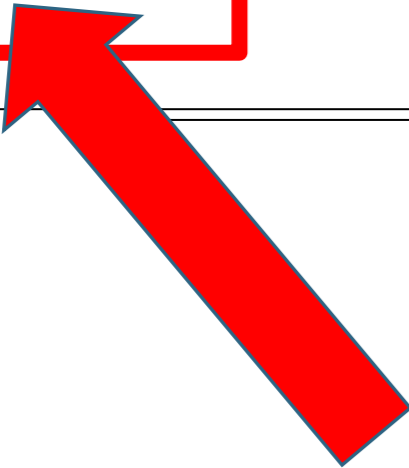
---

- **Clarification on 700-U DocuSign Certificate of Completion**
- **Refinements to UCLA NIH Other Support Pages**
- **Recurring Questions / Issues Related to OS**
- **Reviewing Other Support Pages**

# Clarification on 700-U DocuSign Certificate of Completion



Signer Events	Signature	Timestamp
Tracey.Fraser	DocuSigned by:  DA5C93B4480144F...	Sent: 1/10/2022 3:14:22 PM
Tracey.Fraser@research.ucla.edu		Viewed: 1/10/2022 4:37:35 PM
Senior Director OCGA		Signed: 1/10/2022 4:41:18 PM
Security Level: Email, Account Authentication (None) Login with SSO	Signature Adoption: Pre-selected Style	



This may not always appear. Still ok as long as it has the UCLA email address

# Refinements to UCLA NIH Other Support Pages

Subawards table now prompts for required information and populates the name of the prime sponsor

<b>Project/Proposal Title</b>	<b>The impact of long covid on smell</b>			
<b>Major Goals</b>	<Enter Major Goals for the Subaward>			
<b>Status of Support</b>	Pending			
<b>Project Number</b>	Not Applicable			
<b>Name of PD/PI</b>	<Enter the name of the Prime PI>			
<b>Source of Support</b>	NIH - National Institutes of Health			
<b>Primary Place of Performance</b>	University of California, Los Angeles			
<b>Project/Proposal Support Start Date</b>	9/1/2021			
<b>Project/Proposal Support End Date</b>	8/31/2026			
<b>Total Project Award Amount (including Indirect Costs)</b>	\$208,928			
<b>Person Months Per Budget Period</b>	<b>Year</b>	<b>Cal</b>	<b>Acad</b>	<b>Sum</b>
	2022	0.6	0	0
	2023	0.6	0	0
	2024	0.6	0	0
	2025	0.6	0	0
	2026	0.6	0	0

Other revisions:

- Exclude:
  - Individual fellowships and Federal training grants
  - Preliminary proposals

# Recurring Questions / Issues related to OS

---

## Reminders

- DocuSign Certificate of Completion should not be submitted with OS (only required for 700-U)
- Do not include effort for prior periods. Effort is only required for current and future periods
- Do not include the project for which Other Support is being reported
- **‘Person months per budget period’ refers to time actually spent supporting the project NOT the salary charged (same for NSF C&P)**
- Support documentation must be included for appointments and employment that a PI has with a foreign entity (i.e., agreement or arrangement is between the PI and the foreign entity)
- Support documentation is not required for agreements that UCLA has entered on behalf of the PI (i.e., when the agreement is between UCLA and the foreign entity)
  - Should still be reported in OS
- Review OS pages before submitting to OCGA

# Reviewing Other Support Pages

Are all active and pending projects included?

Are there any project types that should be removed? (e.g., institutional training grants)

Are total costs (direct + indirect) appropriately included?

Has effort been included for active and pending projects?

Have subaward details been appropriately included?

Has potential overlap (scientific, budgetary, commitment) been identified and addressed?

# Reviewing Other Support Pages

If an overlap statement has been included, does it seem reasonable?

Do active and pending in-kind contributions have a \$ or effort value?

Has in-kind support been correctly included as OS vs. Facilities, Other Resources or Equipment

If foreign appointments or employment are referenced, are appropriate support documents attached?

Has the report been electronically signed (DocuSign)?

Is the signature date current?



Thank You

# March 2022 Research Administration Forum Q&A

## Contents

Contract and Grant Administration .....	1
-----------------------------------------	---

## Contract and Grant Administration

**Q1: When forms are missing and gets sent back to the departments for additional documentation, does it go back to the bottom of the worklist?**

A1: Marcia's opinion: I don't know the answer, but I think they SHOULD go to the bottom of the worklist. Otherwise, we would be encouraging people to submit incomplete packages just to get a place in line. That would increase OCGA workload and would be unfair to those who submit a complete package.

**Q2: Is it possible for the team to extend the length of time in the online EPASS system before you get timed-out/kicked off?**

A2: I will ask ORIS to extend the time. -Marcia

**Q3: After a Subaward is executed by OCGA, can a copy of the Subaward Checklist be forwarded to UCLA Purchasing? Sometimes the Checklist contains specific instructions on the FAUs to use. If this information does not get transmitted to Purchasing, then sometimes Purchasing processes the Subaward using wrong FAUs, which takes additional time to correct.**

A3: OST used to do this; however, OST has transitioned to include the FAU on the actual agreement/amendment so that it is right there on the document for Purchasing.

The OST has worked with Purchasing to address this issue. The OST communicates the FAU information, which was provided by the Dept on the Subaward Checklist, to Purchasing via the Subaward Agreement or Amendment (the FAU is usually included on the Subaward Agreement or at the bottom of the amendment). If you see issues with the listed FAU, please do let us know.

**Q4: Have there been any thought to create an EPASS like electronic routing for OST to streamline the process and ensure forms are provided upfront?**

A4: An electronic form is something that we would like to develop, but this is still something for the future. We might be more able to develop an electronic form once we move into OCGA's internal system.

**Q5: I thought for continuation and also new subaward, we have to include the current/updated award synopsis, since the delay in submitting the complete continuation subaward packet. Is the current/updated award synopsis no longer required for continuation? I had a case in which the updated award synopsis was delayed due to CIRC review, hence delay in sending the continuation subaward packet.**

A5: The award synopsis is included as a required document in the Attachments section on page 2. But we also encourage the review of the snapshot prior to the submission of your checklist. The snapshot for the current period, along with the award notification e-mail, both are good ways to know when your award is setup. CIRC review is something that needs to happen prior to award setup.

**Q6: For Subaward team: AP and Purchasing are really pushing Transcepta on everyone, and a lot of our subawardees have therefore signed up for it. But when they do, we at the department level are not able to see invoices and or certify them in a timely manner. There is no system that updates us when an invoice is uploaded. Right now the average turn-around time for my department to be notified that there is an invoice that they are waiting for a Sub Cert Form is 3 MONTHS, which is unacceptable.**

A6: We can share this comment with Purchasing and see if they have a solution.

**Q7: For Subaward team: With the new changes that are going to happen with subaward management, is there a way to make MCA's viewable in the financial system? To either have them show up like a TOF does where we can see ledger detail, or have those invoices routed to us for review and certification before they're paid, like any other subaward? As it is now, we at the department level cannot see ledger detail for any MCA's, and any sister UC campus gets their invoices paid automatically, without the PI reviewing and certifying their invoices like we have to do with other subs.**

A7: I can address your invoice question. UC MCA process under RPAC memo 14-08, the default under that process is for IRRs to be submitted directly to EFM. If you'd like any further detail to be submitted directly to you in addition to the IRRs, let us know on the MCA Checklist in the text box on page 2. In that text box you can add any additional reporting that you'd like to have added.

**Q8: Just to confirm that this certification is only if staff or subcontractors have direct contact with county staff. If not, do we need to keep any records for this county requirement?**

A8: When LA County requests it, UCLA submits a Certification of Compliance for a specific contract. UCLA certifies that "ALL" or "MOSTLY ALL" Contractor Personnel assigned to a contract are vaccinated. When "MOSTLY ALL" is selected, UCLA is required to provide names of individuals who are not vaccinated and will perform work on County owned, County-controlled property and/or have or will have in-person contact with County Workforce. The County expects all COVID records to be retained for the retention period of the contract.

**Q9: Can you please clarify if the COVID vaccine mandate for County and City of LA is applicable only for City or County grants?**

A9: Yes, it is specific to City and County contracts and personnel working under them.

**Q10: If the title of the project changes after we submit the 700U, do we have to get a new one re-signed in DocuSign?**

A10: Yes, if the title changes the form must be updated and signed via DocuSign, otherwise we wouldn't have any other identifying information to clearly match the signed form with the project.

**Q11: What about project number of an active subaward? Will that auto-populate?**

A11: The parent subaward project number may need to be entered, if not captured due to missing information on the received subaward documentation.

**Q12: Clarification needed on this: Do not include the project for which Other Support is being reported. So if this is JIT, we should remove the project from Pending and if this is for RPPR, we should remove it from Active?**

A12: For JIT, the project under which the OS is being submitted, does not need to be included on the OS. For the RPPR all items should be included.