

## BUDGET AND BUDGET NARRATIVE

### **Period of Performance:**

The period of performance is July 1, 2021, through June 30, 2023. The budget narrative provides a detailed outline of Year 1 and a summarization of Year 2. There are no substantive budget changes during the period of performance for Year 2.

### **Benton County Scope of Work:**

Benton County is the lead applicant organization for the REACH proposal. The elected Benton County officials are county judge, sheriff, county clerk, circuit clerk, collector, assessor, treasurer, coroner and surveyor. The quorum court is composed of 15 Justices of the Peace.

Benton County owns more than 25 buildings, which total more than 370,000 square feet. These include the County Courthouse, which houses 4 of the 7 circuit court judges. The county also includes the Benton County Health Department located in Rogers, as well as a satellite location in Siloam Springs.

Benton County Government manages more than \$6 million in federal funding each year as well as an overall county budget of \$87 million and has robust policies to ensure proper oversight of federal funds and activities.

As lead applicant, Benton County will work with Washington County, the University of Arkansas for Medical Sciences (UAMS), the University of Arkansas at Pine Bluff (UAPB) and the Northwest Arkansas Council (NWAC) to engage all REACH partners (**objective 1**), develop and use a health Disparities Impact Statement (**objective 2**), develop and implement a COVID-19 health literacy plan (**objective 3**), and implement a culturally and linguistically appropriate health information and education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**objective 4**).

**Specifically, Benton County will:**

1. Be responsible for the overall programmatic, fiscal, and administration compliance of the REACH program (**obj. 1-4**).
2. Provide leadership and direction to foster interactions among key partners, REACH advisory board, and Benton County staff and departments (**obj. 1-4**).
3. Serve as the chair and participate on the REACH Advisory Board (**obj. 1**).
4. Actively work with key partners to identify new resources, develop new collaborations, and strengthen existing partnerships (**obj. 1**).
5. Promote the sustainability of the program and lead sustainability planning (**obj. 1-4**).
6. Oversee and participate in the development of the Disparities Impact Statement (**obj. 2**).
7. Oversee and participate in the development and implementation of a health literacy plan (**obj. 3**) through the coordination of messaging and participation in data collection audits and providing logistical support as needed.
8. Oversee and participate in the implementation of a culturally and linguistically appropriate health education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**) by: a) assisting with the coordination of messaging and data collection, b) participating in audits, c) supporting and encouraging participation of county departments in health education campaign, and d) providing logistical support as needed.
9. Oversee the establishment of an ongoing quality improvement processes to refine the health literacy interventions that support improvements in the disparities identified in the Disparities Impact Statement (**obj. 1-4**).

10. Oversee the establishment of an evaluation plan to evaluate the overall success of the REACH program to determine: a) whether the health literacy intervention was implemented as planned, b) whether it reached the target populations described in the Disparities Impact Statement, and c) whether there were any changes in the access, use, and outcomes of COVID-19 vaccination, testing, and related activities (e.g., contact tracing, preventive behaviors) (**obj. 1-4**).

**A. Personnel: \$21,971 (Salaries) each year for Years 1 & 2**

The personnel budget is reasonable and necessary to implement the proposed allowable activities of REACH. **Appendix 3** provides the organizational chart for the program. Each position is essential to achieving the goals and objectives of the proposed program. The table below lists each grant project position, the name of the individual, time commitment to the project in a percentage of FTE, their annual base salary, and their grant salary for Year 1.

Staffing Plan and Budget							
Project Staff		Year 1			Year 2		
Name	Role	Base Sal.	Effort	Salary	Base Sal.	Effort	Salary
Brenda Peacock	Principal Investigator	\$116,045	7.5%	\$8,703	\$116,045	7.5%	\$8,703
Barry Moehring	County Judge	\$113,176	5.0%	\$5,659	\$113,176	5.0%	\$5,659
Channing Barker	Director of Communications	\$76,085	10%	\$7,608	\$76,085	10%	\$7,608
<b>Salary Total</b>				<b>\$21,971</b>			<b>\$21,971</b>

**Program Staff Bios and Responsibilities**

**Brenda (Guenther) Peacock, CPA, MBA – Chief Financial Officer and Principal**

**Investigator/Project Director**

**Effort:** Years 1 & 2: 7.5% Effort (0.9 Calendar Months) each year.

**Expertise:** Ms. Peacock has been the chief financial officer for Benton County since 2014. She is responsible for the \$87 million county budget process, working in collaboration with all elected officials and department heads of the county, while also managing the finance and budget committees. She manages payroll, accounting, finance, fixed assets, county properties, insurance and grants for the county. Previously, she served as controller for Kansas State University Foundation and Ottawa University, where she managed the Financial and Federal Audits for several years.

**Role:** (Obj. 1-4) Ms. Peacock will serve as principal investigator (PI)/project director (PD) for the project, ensuring fiscal and administrative compliance, and ensuring objectives are accomplished on time and within budget. She will chair the advisory board and contribute to all REACH objectives.

### **Barry Moehring – County Judge**

**Effort:** Years 1 & 2: 5% Effort (0.6 Calendar Months) each year.

**Expertise:** Elected Benton County Judge in 2016, Judge Moehring leads over 200 county employees, manages a budget of more than \$20 million, and oversees the County Road Department, Planning and Environmental Department, Emergency Services, and the county's 911 Department. In addition, he oversees all county facilities and many of the internal departments, such as Accounting, Finance, Human Resources, and Information Technology. Before becoming County Judge, he served two terms on the Benton County Quorum Court, and spent much of that time deeply involved in the county's budgeting and finances.

**Role:** (Objectives 1-4) Judge Moehring will provide leadership and direction to foster interactions among partners, develop new resources and relationships, and facilitate participation and contributions of Benton County departments to the REACH objectives.

**Channing Barker – Communications Director**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Ms. Barker graduated from the University of Arkansas with degrees in Broadcast Journalism and Political Science. She was previously a producer, reporter, weekend anchor, morning show anchor, and senior reporter for KNWA-FOX24. In May 2017, she moved into the role of Communications Director for Benton County, supporting County Judge Barry Moehring, where she handles internal and external messaging. Since the pandemic hit Arkansas in March 2020, she has worked with the Northwest Arkansas COVID-19 Task Force to facilitate testing and vaccination outreach.

**Role:** Ms. Channing will work with UAMS and the NWAC to facilitate dissemination efforts for all activities and objectives. She will also work with UAMS and the NWAC on Objective 4 activities: 1) work with local media outlets, including television news, newspapers, and radio to feature all program objectives; 2) develop and implement community-based, culturally-appropriate messages that focus on COVID-19 spread, symptoms, prevention, and treatment; COVID-19 vaccine safety and efficacy; and COVID-19 vaccination purpose, need, and opportunities/locations; and 3) use social media to share key messages with Latinx and Marshallese communities.

**B. Fringe Benefits: \$6,755.97 each year for Years 1 & 2**

The fringe rate for Benton County employees, which includes all grant-funded personnel, is calculated at 30.8% of salary. This includes employment taxes, life, health, long-term disability, dental, and unemployment insurance, and retirement.

<b>Fringe Benefits</b>	<b>Year 1</b>	<b>Year 2</b>
30.8% of Wages	\$6,756	\$6,756

**C. Travel:**

No travel funds are requested in this proposal.

**D. Equipment:**

No equipment is requested in this proposal.

**E. Supplies:**

Office supplies will be covered by F & A. No other supplies are requested.

**F. Contractual:**

Benton County will contract with UAMS, UAPB, and the NWAC to contribute essential services to the REACH program (see **Appendix 2** for Letters of Commitment). Brenda Peacock will oversee the contractual agreements. Payment will only be made for work performed.

<b>Contractual</b>	<b>Year 1</b>	<b>Year 2</b>
University of Arkansas for Medical Sciences	\$1,023,224	\$1,023,224
University of Arkansas Pine Bluff	\$27,086	\$27,086
Northwest Arkansas Council	\$910,590	\$910,590
<b>Total Contractual</b>		

<b>University of Arkansas for Medical Sciences (UAMS)</b>	<b>Year 1</b>	<b>Year 2</b>
Contractual Costs	\$1,023,224	\$1,023,224
<b>A. Contact:</b>		

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Vice Chancellor, Northwest Arkansas Region  
University of Arkansas for Medical Sciences  
1125 N. College Avenue | Fayetteville, AR 72703-1908  
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**B. Scope of Work:**

UAMS will work with Benton County, Washington County, University of Arkansas Pine Bluff, and the NWAC to engage all REACH partners (**objective. 1**), develop and use a health Disparities Impact Statement (**objective. 2**), develop and implement a COVID-19 health literacy plan (**objective. 3**), and implement a culturally and linguistically appropriate health information and education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**objective. 4**).

**Specifically, UAMS will:**

1. Actively co-chair the REACH Advisory Board (**obj. 1**).
2. Actively work with key partners to identify new resources, develop new collaborations, and strengthen existing partnerships (**obj. 1**).
3. Ensure all project activities are grounded in a community-based participatory approach (CBPA) and foster an environment that reinforces trust and the open exchange of ideas (**obj. 1-4**).
4. Lead the development and refinement of the health Disparities Impact Statement (**obj. 2**).
5. Lead the development and implementation of the health literacy plan (**obj. 3**) by: a) engaging the partners and refining goals, b) conducting a focused audit, c) developing and implementing tool kit(s), d) implementing culturally and linguistically appropriate messages and policies, e) developing, adapting, and disseminating evidence-based practices and interventions, and f) providing accurate, accessible, acceptable, and actionable training and technical assistance to support ongoing implementation.
6. Co-lead with NWAC in the implementation of a culturally and linguistically appropriate health information and education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**).
7. Co-lead with UAPB the establishment and implementation of ongoing quality improvement processes to refine the health literacy interventions that support improvements in the disparities identified in the Disparities Impact Statement (**obj. 1-4**).
8. Co-lead with UAPB the establishment of an evaluation plan to evaluate the overall success of the REACH program to determine: a) whether the health literacy intervention was implemented as planned, b) whether it reached the target population described in the disparity impact statement, and c) whether there were any changes in the access, use and outcomes of COVID-19

vaccination, testing, and related activities (e.g., contact tracing, preventive behaviors) (obj. 1-4).

**C. Personnel: \$628,982 each year in Years 1 & 2.**

<b>Staffing Plan and Budget</b>					
<b>Project Staff</b>		<b>Year 1</b>		<b>Year 2</b>	
<b>Name</b>	<b>Role</b>	<b>Effort</b>	<b>Salary</b>	<b>Effort</b>	<b>Salary</b>
Pearl McElfish	UAMS Lead/Site PI	10%	\$19,930	10%	\$19,930
Sheldon Riklon	Community Liaison/Co-I	9.5%	\$18,934	9.5%	\$18,934
Martha Rojo	Community Liaison/Co-I	9.5%	\$9,049	9.5%	\$9,049
Chris Long	Evaluation Director	45%	\$60,255	45%	\$60,255
Sara Moore	Community Health Coord.	80%	\$61,108	80%	\$61,108
Amy Riklon	Community Health Coord.	80%	\$48,141	80%	\$48,141
Layza Lopez-Love	Assistant Program Dir.	90%	\$67,411	90%	\$67,411
Kejjo Clarence	Outreach-Marshallese	100%	\$43,260	100%	\$43,260
Morda Netwon	Outreach-Marshallese	100%	\$45,320	100%	\$45,320
Janine Boyers	Outreach-Latinx	100%	\$53,560	100%	\$53,560
Rosalinda Medrano	Outreach-Latinx	100%	\$41,406	100%	\$41,406
Erica Ashley Sides	Evaluation Coordinator	100%	\$50,470	100%	\$50,470
Preston Tolliver	Communications/Marketing	100%	\$51,890	100%	\$51,890
Alison Caballero	CHL Director	25%	\$25,509	25%	\$25,509
Katherine Leath	CHL Program Manager	10%	\$5,784	10%	\$5,784
Emily Taylor	CHL Plain Language	20%	\$9,947	20%	\$9,947
Maria Ruvalcaba	CHL Health Literacy Inst.	10%	\$5,410	10%	\$5,410
Jennifer Gan	CHL Health Literacy Inst.	10%	\$6,242	10%	\$6,242
Eileen Devereux Daily	CHL Health Literacy Coord.	100%	\$5,356	100%	\$5,356
<b>Salary Total</b>			<b>\$628,982</b>		<b>\$628,982</b>



**Pearl McElfish, PhD, MS, MBA – UAMS Lead/Site PI**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Dr. McElfish serves as Vice Chancellor of the Northwest Arkansas Regional Campus of UAMS, and she is the scientific director of the Office of Community Health and Research. She holds a PhD in Health Policy, a Master of Business Administration, and a Master of Science degree in Community and Economic Development. Her undergraduate degree is in health communications. Dr. McElfish has been trained and certified as a Project Management Professional (PMP). She is also a certified Community Developer and has a strong history of success managing the complexities associated with collaborative, community-based health programs that involve multisector partners. Dr. McElfish has worked with the Latinx and Marshallese communities in northwest Arkansas for the past seven years. She has established strong ties with community leaders and key decision makers and community partners involved in this proposal. She has many years of experience leading highly effective cross-functional teams in the design, implementation, and evaluation of large-scale public health initiatives. Prior to coming to UAMS to lead a multi-site community-based research project, Dr. McElfish spent 12 years serving in executive director and chief level positions in rural health and community development organizations. She has also served as a technical assistance provider and consultant for the Office of Rural Health Policy where she worked with communities across the nation to improve health outcomes through programs and policies.

**Role:** (Obj. 1-4) Dr. McElfish will be responsible for the overall programmatic, fiscal, and administration compliance for UAMS' role in the REACH program. She will serve as the co-chair on the advisory board. She will also ensure all project activities are grounded in a community-based participatory approach (CBPA) and foster an environment that reinforces trust and the open exchange of ideas. A primary function for Dr. McElfish will be participating in activities that ensure collaboration and integration with existing health literacy initiatives (locally and nationally). She will use advanced project management skills and tools to ensure the project stays on time and within budget.

**Sheldon Riklon, MD – Community Liaison/ Co-Investigator**

**Effort:** Years 1 & 2: 9.5% Effort (1.14 Calendar Months) each year.

**Expertise:** Dr. Riklon is a tenured associate professor and physician scientist at UAMS. He serves clinically in the UAMS Family Medical Center and the Community Clinic, where he works with diverse patients including many Marshallese patients. Dr. Riklon is one of only two Marshallese in the world who have completed medical school and residency training from US accredited programs. Dr. Riklon has a deep understanding of the Marshallese culture and language. He has served as a primary care physician at Majuro Hospital, chaired the Marshall Islands Medical Referral Committee, chaired Majuro Hospital's Pharmacy and Therapeutics Committee, and directed the

Special Medical Care Program that provided healthcare to the radiation affected population in the Marshall Islands. He continues to be actively involved among the Marshallese and other Micronesian populations in Arkansas and Hawaii as one of the founding members of the Micronesian Health Advisory Coalition (MHAC), which is comprised of Micronesian professionals with a health equity focus. His background and experience as a Marshallese migrant, along with his 16 years' experience as a primary care physician, provides a unique and robust perspective on the cultural assets and barriers that affect Marshallese patients and families.

**Role:** (Obj. 1-4) Dr. Riklon will serve as an important champion and leader of the REACH program within the Marshallese community. He will provide coordination insight and cultural advisement to the REACH advisory board and staff. As a leader in the Marshallese community, Dr. Riklon will coordinate with key stakeholders, and he will work closely with all REACH staff to ensure project materials and activities are culturally appropriate and relevant. This includes collaborating to develop and/or adapt and translate training materials, data collection tools, and targeted communications. He will also ensure appropriate linkages to care within the healthcare provider community.

#### **Martha Rojo, PhD – Community Liaison/ Co-Investigator**

**Effort:** Years 1 & 2: 9.5% Effort (1.14 Calendar Months) each year.

**Expertise:** Dr. Rojo is currently an assistant professor at the College of Nursing. Throughout her nursing research career, she has been interested improving the healthcare of Marshallese and Latinx populations. Her research interests are engaging minority groups to improve health disparities. Over the past 10 years she worked primarily with the rural Latinx population trying to establish bonds between academia and the community by volunteering as a nurse in free clinics and by participating in various research endeavors. She is an expert in low literacy, culturally competent communications for Latinx community members.

**Role:** (Obj. 1-4) Dr. Rojo will hold primary responsibility for facilitating stakeholder engagement with the Latinx community. She will provide coordination insight and cultural advisement to the REACH advisory board and staff. She will work closely with all REACH staff to ensure project materials and activities are culturally appropriate and relevant. This includes collaborating to develop and/or adapt and translate training materials, data collection tools, and targeted communications. She will also participate on the REACH Advisory Board.

#### **Chris Long, PhD – Evaluation Director**

**Effort:** Years 1 & 2: 45% Effort (5.4 Calendar Months) each year.

**Expertise:** Dr. Long holds a PhD in psychology with more than 15 years of evaluation experience across the fields of education, psychology, consumer behavior, and health, including evaluating community-based programs with

Latinx and Marshallese communities. His work has been commended by the CDC in several publications.

**Role:** (Obj.1-4) Dr. Long will be responsible for directing the overall evaluation in coordination with UAPB. Dr. Long will oversee data collection and reporting of outcomes related to program strategies and community improvements that result from project interventions. He will manage evaluation team data analysis efforts and ensure that key results are made available to the communication staff for use in dissemination efforts. He will also participate on the REACH Advisory Board.

**Layza Lopez-Love – Assistant Program Director**

**Effort:** Years 1 & 2: 90% Effort (10.8 Calendar Months) each year.

**Expertise:** Mrs. Lopez-Love is an Assistant Director of Community Programs with the UAMS Office of Community Health and Research. She has a bachelor's degree in Sociology and Chicana/o Studies from the UCLA. Mrs. Lopez-Love is bilingual in English and Spanish. Prior to joining UAMS, she worked in education and at a Federally Qualified Health Center. Mrs. Lopez-Love has more than 10 years of experience managing projects, programs, and operations. In addition, Mrs. Lopez-Love has more than 10 years of experience managing grant-funded programs and successfully implementing large-scale community outreach programs. Mrs. Lopez-Love has more than 15 years of experience working with the Latinx community and over eight years with the Marshallese community. Mrs. Lopez-Love is the Vice-President of the Arkansas Minority Health Commission and co-leads the Northwest Arkansas Latinx COVID-19 Taskforce.

**Role:** (Obj.1-4) Mrs. Lopez-Love will serve as the Assistant Program Director. She will utilize project management experience and skills to ensure this project successfully meets the program objectives. She will be responsible for the project and fiscal management of the agreement, supervising staff, and ensuring all goals and objectives are achieved. Mrs. Lopez-Love will also leverage her Commissioner's appointment with the Arkansas Minority Health Commission and the NWA Latinx COVID-19 taskforce to successfully implement program objectives. She will also participate on the REACH Advisory Board.

**Sara Moore, RN, MS – Community Health Education Manager**

**Effort:** Years 1 & 2: 80% Effort (9.6 Calendar Months) each year.

**Expertise:** Ms. Moore holds a degree in Nursing, bachelor's degree in Psychology, and master's degree in Community Health Promotion. She is primarily interested in health behaviors in relationship to chronic disease prevention and management. Ms. Moore has over five years of experience with community-based research and programs with Marshallese and Latinx communities in Northwest Arkansas. Ms. Moore is an advocate for research

and programs that address health disparities, particularly the policies, systems, and environmental factors that affect the health and wellbeing of underserved populations. She has developed strong relationships with key community stakeholders, achieving sustainable community impact through collaborative work with community members and organizations.

**Role:** (Obj. 3) Ms. Moore will serve as a Community Health Education Manger with primary responsibility for community and clinical linkage approaches. She will assist with ensuring project materials and activities are clinically appropriate and relevant. She will provide accurate, accessible, acceptable, and actionable training and technical assistance to support ongoing development and implementation of the Health Literacy Plan.

#### **Amy Riklon, RN – Community Health Coordinator**

**Effort:** Years 1 & 2: 80% Effort (9.6 Calendar Months) each year.

**Expertise:** Ms. Riklon is a Registered Nurse. She has over five years of interpreting and community outreach experience. Ms. Riklon is currently enrolled in a BSN program and is pursuing a master's in Public Health Nursing so that she continues to contribute to the efforts of improving the health of her community. Ms. Riklon is bilingual in English and Marshallese. She is an advocate for research and programs that address health disparities, particularly the policies, systems, and environmental factors that affect the health and wellbeing of the Marshallese community.

**Role:** (Obj.4) Ms. Riklon will serve as a Community Health Coordinator with primary responsibility for community and clinical linkage approaches. She will assist with ensuring health information and education campaign project materials and activities are appropriate and likely to increase health literacy practices and intervention resources for the Marshallese and Latinx communities.

#### **Kejjo Clarence – Outreach Coordinator, Marshallese**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Mr. Clarence received an AS in Education at the College of the Marshall Islands and then completed a BS in Education in Hawaii. He taught school in Majuro, Marshall Islands, for 13 years until he moved to Springdale, Arkansas, in 2013 where he works as a research coordinator at the Center for Pacific Islander Health. He has over five years of experience in the recruitment, retention, and facilitation of community-based outreach programs targeting Marshallese and Latinx populations. Mr. Clarence is bilingual in English and Marshallese and has expertise in the facilitation of community-based outreach programs and communications targeting Marshallese populations.

**Role:** (Obj. 3) Mr. Clarence will serve as an Outreach Coordinator. His primary role will be to provide accurate, accessible, acceptable, and actionable

training and technical assistance to community organizations supporting the implementation of the health literacy plan, facilitate dissemination and ensure project materials and activities are culturally appropriate and relevant to the Marshallese communities.

**Morda Netwon – Outreach Coordinator, Marshallese**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Ms. Netwon received her Associate of Arts through the University of Dubuque in Arizona. She was raised in the Marshall Islands and moved to Arkansas in 1997. She is fluent in Marshallese and English and has expertise in the facilitation of community-based outreach programs and communications targeting Marshallese populations.

**Role:** (Obj. 4) Ms. Netwon will serve as an Outreach Coordinator. Her primary role will be to provide accurate, accessible, acceptable, and actionable training and technical assistance to community organizations supporting the health information and education campaign, facilitate dissemination and ensure project materials and activities are culturally appropriate and relevant to the Marshallese communities.

**Janine Boyers – Outreach Coordinator, Latinx**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Ms. Boyers is a UAMS Office of Community Health and Research Project Coordinator. She has a Bachelor of Arts in Anthropology/Latin American Studies from the University of Arkansas and a Master of Arts in Cultural Anthropology and Spanish from New Mexico State University. Ms. Boyer is bilingual in English and Spanish. Prior to joining UAMS, Ms. Boyers worked as a bilingual Research Associate at the University of Arkansas. Ms. Boyers has expertise in the facilitation of community-based outreach programs and communications targeting Latinx populations.

**Role:** (Obj.3) Ms. Boyers will serve as an Outreach Coordinator. Her primary role will be to provide accurate, accessible, acceptable, and actionable training and technical assistance to community organizations supporting the implementation of the health literacy plan, facilitate dissemination, and ensure project materials and activities are culturally appropriate and relevant to the Latinx communities.

**Rosalinda Medrano, Outreach Coordinator – Latinx**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Ms. Medrano is an Outreach Specialist for the Office of Community Health and Research at UAMS Northwest. Ms. Medrano holds a bachelor's degree in Psychology from the University of California, Berkeley, where she cultivated her interest in education and research to address health

disparities with underserved communities. As a native of Mexican descent who is bilingual in Spanish and English, she has spent the last 7 years working with the Latinx community in both rural and urban areas. Ms. Medrano has expertise in the facilitation of community-based outreach programs and communications targeting Latinx populations.

**Role:** (Obj.4) Ms. Medrano will serve as an Outreach Coordinator. Her primary role will be to provide accurate, accessible, acceptable, and actionable training and technical assistance to community organizations supporting the health information and education campaign, facilitate dissemination, and ensure project materials and activities are culturally appropriate and relevant to the Latinx communities.

#### **Erica “Ashley” Sides – Evaluation Coordinator**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Ms. Sides serves as an Evaluation Coordinator with the Office of Community Health and Research at UAMS. She is a certified clinical research professional. She has extensive evaluation research experience in regulatory affairs, data management, and project management.

**Role:** (Obj. 1-4) Ms. Sides will assist Dr. Long and UAPB with all data collection and reporting of outcomes related to program strategies and community improvements that result from project interventions. She will monitor program measures and objectives to ensure timely completion of activities and success of program goals.

#### **Preston Tolliver – Communications and Marketing Manager**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Mr. Tolliver is a Communications Manager in the Office of Community Health and Research at UAMS Northwest. Mr. Tolliver has a bachelor’s degree in Mass Communication from the University of Central Arkansas, where he studied journalism and history. He has more than 10 years of experience in writing, editing and communicating messages and information among communities. He also has experience in building audiences through both print and online communications.

**Role:** (Obj. 1-4) Mr. Tolliver will be responsible for all communication efforts in support of this project. He will work with Dr. McElfish, Mrs. Lopez-Love, and the NWAC to facilitate dissemination efforts for all activities and objectives. Mr. Tolliver will also work with the NWAC on obj. 4 activities: 1) work with local media outlets, including television news, newspapers, and radio to feature all program objectives; 2) develop and implement community-based, culturally-appropriate messages that focus on COVID-19 spread, symptoms, prevention, and treatment; COVID-19 vaccine safety and efficacy;

COVID-19 vaccination purpose, need, and opportunities/locations; and 3) use social media to share key messages with Latinx and Marshallese communities.

**Alison Caballero – UAMS Center for Health Literacy (CHL) Director**

**Effort:** Years 1 & 2: 25% Effort (3.0 Calendar Months) each year.

**Expertise:** Ms. Caballero is UAMS CHL’s director. Ms. Caballero’s background includes workforce development, public health education and research, patient education, and medical administration. She also completed a prevention fellowship with the US Department of Health and Human Services. She has been a certified health education specialist (CHES®) for more than 20 years.

**Role:** (Obj. 3 & 4) Ms. Caballero will provide leadership for UAMS CHL’s work and lead organizational assessment planning and training. She will contribute to the development and implementation of a health literacy plan to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations; promote changes in the healthcare delivery system broadly; and improve understanding, communication, and informed decision-making.

**Katherine Leath – CHL Program Manager**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Ms. Leath is UAMS CHL’s program manager. She holds dual masters’ degrees in Public Health and Applied Communications. She previously worked for the Arkansas Center for Health Improvement and has more than 10 years’ experience in health policy, advocacy, and health literacy.

**Role:** (Obj. 3 & 4) Ms. Leath will lead development, adaptation, and editing of community-facing toolkit content to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations improve understanding, communication, and informed decision-making.

**Emily Taylor, MEd – CHL Plain Language Specialist**

**Effort:** Years 1 & 2: 20% Effort (2.4 Calendar Months) each year.

**Expertise:** Ms. Taylor is a plain language specialist at UAMS CHL. Her background includes teaching Health and English in secondary education. She has more than 15 years’ experience in education, healthcare and nutrition.

**Role:** (Obj. 3 & 4) Ms. Taylor will contribute to development of community-facing toolkit content and lead development of complementary toolkit materials, including leader guides, to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations improve understanding, communication, and informed decision-making.

**Maria Ruvalcaba – Health Literacy Coordinator**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Ms. Ruvalcaba is a bilingual native Spanish speaker and has training and credentials as a bilingual interpreter. She holds an undergraduate degree in Social Work and is a respected advocate for Latinx health. She has worked with the Hispanic/Latinx community in Arkansas for more than 20 years’ experience developing culturally and linguistically appropriate materials for that audience.

**Role:** (Obj. 3 & 4) Ms. Ruvalcaba will lead translations and adaptations to Spanish and coordinate any needed field testing of materials in order to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations and improve understanding, communication, and informed decision-making.

**Jennifer Gan – CHL Health Literacy Instructor**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Ms. Gan is a UAMS CHL faculty instructor with a master’s in Healthcare Business Administration from University of California-Irvine. She has more than 20 years’ experience in healthcare, research and health literacy.

**Role:** (Obj. 3 & 4) Ms. Gan will assist with organizational health literacy assessments and training in order to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations and improve understanding, communication, and informed decision-making.

**Eileen Devereux Dailey – CHL Health Literacy Coordinator**

**Effort:** Years 1 & 2: 100% Effort (12 Calendar Months) each year.

**Expertise:** Ms. Devereux Dailey is a bilingual native Spanish speaker. She is a concurrent employee with UAMS who holds a primary position with a partner university (minority serving organization) offering services to the Latinx community statewide. She has expertise in project management, strategic planning, and marketing.

**Role:** (Obj. 3 & 4) Ms. Devereux Daily will assist with Spanish language translations and adaptations and coordination of activities in order to increase availability, acceptability and use of COVID-19 public health information and services by racial and ethnic minority populations and improve understanding, communication, and informed decision-making.

**D. Fringe Benefits: Years 1 & 2: \$182,405 each year.**

<b>Fringe Benefits</b>	<b>Year 1</b>	<b>Year 2</b>
29.0% of Wages	\$182,405	\$182,405



The fringe rate for UAMS employees, which includes all grant-funded personnel, is calculated at 29.0% of salary. This includes employment taxes, life, health, long-term disability, dental, and unemployment insurance, and retirement.

**E. Supplies: \$696**

Supplies	Year 1	Year 2
Outreach/Dissemination Materials	\$696	\$696
<b>Total Supplies</b>	<b>\$696</b>	<b>\$696</b>

The amount of \$696 is requested each year for Outreach/Dissemination Materials. This includes a dedicated website, printed materials, and town hall meetings for dissemination and update reports in years 1-2.

**F. Indirect Charges: \$211,142 each year for Years 1 & 2**

Total Indirect Costs	Year 1	Year 2
	\$211,142	\$211,142

UAMS has an approved negotiated indirect cost rate with HHS for 26.0% for On-Campus Other Sponsored Activities. See F&A agreement at the end of the Budget Narrative.

University of Arkansas Pine Bluff (UAPB)	Year 1	Year 2
Contractual Costs	\$27,086	\$27,086
<p><b>A. Contact:</b>            William A. Torrence, PhD            Associate Professor, Health &amp; Kinesiology            University of Arkansas at Pine Bluff            1200 North University Drive            Mail Slot 4977            Pine Bluff, Arkansas 71601            870-575-8697 Office            torrencew@uapb.edu</p> <p><b>B. Scope of Work:</b>            UAPB will work with Benton County, Washington County, UAMS, and the NWAC to engage all REACH partners (<b>obj. 1</b>), develop and use a health Disparities Impact Statement (<b>obj. 2</b>), develop and implement a COVID-19 health literacy plan (<b>obj. 3</b>), and implement a culturally and linguistically appropriate health information and education campaign that increases</p>		

appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**).

**Specifically, UAPB will:**

1. Actively participate on the REACH Advisory Board (**obj. 1**).
2. Actively work with key partners to identify new resources, develop new collaborations, and strengthen existing partnerships (**obj. 1**).
3. Assist with the development of the health Disparities Impact Statement (**obj. 2**).
4. Assist with the development and implementation of a health literacy plan (**obj. 3**) through the coordination of quality improvement and evaluation activities.
5. Assist with the implementation of a culturally and linguistically appropriate health education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**) through the coordination of quality improvement and evaluation activities.
6. Co-lead with UAMS on the establishment and implementation of ongoing quality improvement processes to refine the health literacy interventions that support improvements in the disparities identified in the health disparity impact statement (**obj. 1-4**).
7. Co-lead with UAMS the establishment of an evaluation plan to evaluate the overall success of the REACH program to determine: a) whether the health literacy intervention was implemented as planned, b) whether it reached the target population described in the disparity impact statement, and c) whether there were any changes in the access, use, and outcomes of COVID-19 vaccination, testing, and related activities (e.g., contact tracing, preventive behaviors) (**obj. 1-4**).

**C. Personnel: \$17,288 each year in Years 1 & 2.**

Staffing Plan and Budget					
Project Staff		Year 1		Year 2	
Name	Role	Effort	Salary	Effort	Salary
William Torrence, PhD	Program Evaluator; UAPB Lead/Site PI	25%	\$17,288	25%	\$17,288
<b>Salary Total</b>			<b>\$17,288</b>		<b>\$17,288</b>

**William Torrence, PhD – Program Evaluator; UAPB Lead/Site PI**

**Effort:** Years 1 & 2: 25% Effort (3.0 Calendar Months) each year.

**Expertise:** Dr. Torrence is an Associate Professor in the School of Education at the University of Arkansas Pine Bluff. He received his Ph.D. from Texas A&M University, College Station, in Health Education. His work centers on the measurement and evaluation of health education programs. Dr. Torrence uses community-based participatory research approaches when engaging underserved communities for campus-community partnerships. Dr. Torrence

has been an investigator on several health disparities project. With his emphasis on underserved minority communities, Dr. Torrence strives to create culturally relevant interventions with the goal being to improve health literacy and quality of life for all citizens.

**Role:** (Obj. 1-4) Dr. Torrence will serve as a program evaluator. He will collaborate with UAMS in developing, implementing, and evaluating the grant and taking the lead on the processes related to the evaluation and assessment of the program deliverables and outcomes and coordination of quality improvement and evaluation activities. He will actively participate on the advisory board.

**D. Fringe Benefits: \$5,359 each year in Years 1 & 2.**

Fringe Benefits	Year 1	Year 2
31.0% of Wages	\$5,359	\$5,359

The fringe rate for UAPB employees, which includes all grant-funded personnel, is calculated at 31.0% of salary. This includes employment taxes, life, health, long-term disability, dental, and unemployment insurance, and retirement.

**E. Indirect Charges: \$211,142 each year for Years 1 & 2.**

Total Indirect Costs	Year 1	Year 2
	\$4,439	\$4,439

UAPB has an approved negotiated indirect cost rate with HHS for 19.6 % for Programs. See F&A agreement at the end of the Budget Narrative.

Northwest Arkansas Council (NWAC)	Year 1	Year 2
Contractual Costs	\$910,590	\$910,590

**A. Contact:**

Ryan Cork  
 Executive Director  
 NWAC Health Care Transformation Division  
 4100 Corporate Center Drive  
 Springdale, Arkansas 72762  
 ryan@nwacouncil.org  
 479-582-2100

**B. Scope of Work:**

NWAC will work with Benton County, Washington County, UAMS and UAPB to engage all REACH partners (**obj. 1**), develop and use a health Disparities Impact Statement (**obj. 2**), develop and implement a COVID-19 health literacy plan (**obj. 3**), and implement a culturally and linguistically appropriate health information and education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**).

**Specifically, NWAC will:**

1. Actively participate on the REACH Advisory Board (**obj. 1**).
2. Actively work with key partners to identify new resources, develop new collaborations, and strengthen existing partnerships (**obj. 1**).
3. Assist with development of the health Disparities Impact Statement (**obj. 2**).
4. Collaborate with UAMS on development and implementation of the health literacy plan by assisting with development of tool kits and trainings (**obj. 3**).
5. Lead the implementation of a culturally and linguistically appropriate health education and information campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latinx communities (**obj. 4**) by: a) developing an culturally and linguistically appropriate health education campaign, and b) disseminating educational information/materials using traditional and non-traditional modes, such as 1) organizational documents, radio, TV, print, billboards, and earned media and 2) Facebook Live, YouTube, Twitter and TikTok, and e-mails (**obj. 4**).

**C. Personnel: \$52,565 each year for Years 1 & 2.**

Staffing Plan and Budget					
Project Staff		Year 1		Year 2	
Name	Role	Effort	Salary	Effort	Salary
Ryan Cork	NWAC Lead/Site PI	10%	\$19,930	10%	\$19,930
Mike Harvey	Chief Operating Officer	5%	\$9,965	5%	\$9,965
Nathaniel Green	Communications Director	15%	\$19,313	15%	\$19,313
Stacey Sturner	Communications Coord.	5%	\$3,357	5%	\$3,357
<b>Salary Total</b>			<b>\$52,565</b>		<b>\$52,565</b>

**Ryan Cork, Executive Director – NWAC Lead/Site PI**

**Effort:** Years 1 & 2: 10% Effort (1.2 Calendar Months) each year.

**Expertise:** Mr. Cork serves as Executive Director of the NWAC’s Health Care Transformation Division. Mr. Cork joined the Council after serving in several leadership positions with the Cleveland Clinic. Mr. Cork’s career began as a senior medical corpsman for the U.S. Navy before taking on the

role of administrator at the Ohio State University Wexner Medical Center and James Cancer Hospital. His responsibilities have included strategic planning for capacity growth, clinical care, and health care operations. Since 1994, Mr. Cork has served active duty in the United States Navy and most recently with the United States Navy Reserves, Medical Services Corp.

**Role:** (Obj. 1-4) As PI for NWAC, Mr. Cork will represent the NWAC on the Community Advisory Board, and, in collaboration with UAMS, lead the development and implementation of a culturally and linguistically appropriate health education campaign that increases appropriate health literacy practices and intervention resources for the Marshallese and Latin communities.

### **Mike Harvey – Chief Operating Officer**

**Effort:** Years 1 & 2: 5% Effort (0.6 Calendar Months) each year.

**Expertise:** Mr. Harvey serves as the Council’s Chief Operating Officer and oversees all grant and financial operations. He also works with the community to strengthen the region’s health. Harvey previously served as President of Thomas Jefferson Partnership for Economic Development in the Charlottesville, Virginia, area, where he expanded and managed an umbrella organization to deliver existing business services, site selection assistance, entrepreneurial support, and workforce services. He holds a bachelor’s degree in Business Administration and a master’s degree in Economic Development from the University of Southern Mississippi.

**Role:** (Obj. 1-4) Mr. Harvey will oversee fiscal and administration compliance for NWAC’s role on in the REACH program.

### **Nathaniel Green – Communications Director**

**Effort:** Years 1 & 2: 15% Effort (1.8 Calendar Months) each year.

**Expertise:** Mr. Green is NWAC’s Communications Director and drives content and messaging for the NWAC’s family of social media channels and websites. Nate also leads the Safe and Strong Campaign, which keeps the region informed on the COVID-19 response. Before joining the NWAC, Green served as Vice President of Public Relations for Veritas, where he led the firm’s public relations practice, including management of the creative and public relations team, digital media, communications strategy, and media relations for the firm and for clients (including corporations, nonprofits and political candidates). He led operations and business development initiatives in the firm’s Northwest Arkansas office and managed the firm’s expansion to Northwest Arkansas in 2015, including strategy, logistics and public relations. He holds a bachelor’s degree in Economics from St. Louis University and a law degree from the University of Arkansas at Little Rock.

**Role:** (Obj. 3) Mr. Green will disseminate educational information/ materials using traditional and non-traditional modes and actively identify new resources, develop new collaborations, and strengthen existing partnerships

**Stacey Sturner – Communications Coordinator**

**Effort:** Years 1 & 2: 5% Effort (0.6 Calendar Months) each year.

Ms. Sturner serves as the staff attorney and also provides support to the NWAC’s Health Care Transformation Division and other initiatives. Stacey serves as a board member for Arkansas Advocates for Children and Families. She earned her law degree at the University of Arkansas School of Law in Fayetteville and did her undergraduate work at the University of Texas.

**Role:** (Obj. 3) Ms. Sturner will coordinate of communication activities and facilitate service contracts between the NWAC and nonprofit groups.

**D. Fringe Benefits: \$182,405 each year for Years 1 & 2.**

<b>Fringe Benefits</b>	<b>Year 1</b>	<b>Year 2</b>
29.0% of Wages	\$15,244	\$15,244

The fringe rate for NWAC employees, which includes all grant-funded personnel, is calculated at 29.0% of salary. This includes employment taxes, life, health, long-term disability, dental, and unemployment insurance, and retirement.

**E. Other Costs: \$760,000 each year for Years 1 & 2.**

<b>Media Development, Placement and Grass Roots Implementation</b>					
<b>Item Requested</b>	<b>Type</b>	<b>Number Needed</b>	<b>Unit Cost</b>	<b>Year 1</b>	<b>Year 2</b>
Media development	Video, radio, print in Spanish, Marshallese, English	52	\$5,000 per ad	\$260,000	\$260,000
Print ad space	Spanish, Marshallese and English	6 months per year, Years 1 & 2	\$6650 per month	\$39,900	\$39,900
Radio media	Spanish, Marshallese and English	11 months per year, Years 1 & 2	\$8600 per month	\$94,600	\$94,600

Television ads	Spanish, Marshallese and English	6 months per year, Years 1 & 2	\$15,000 per month	\$90,000	\$90,000
Billboards	Spanish, Marshallese and English	10 months each year, Years 1 & 2	\$1500 average per month	\$15,500	\$15,500
Social media/Web	Facebook Live, Twitter, TikTok, YouTube, email	12 months each year, Years 1 & 2	\$5000 per month	\$60,000	\$60,000
Grass Roots Implementation Events	Contract with area nonprofits for dissemination and education events	8 per year, Years 1 & 2	\$25,000	\$200,000	\$200,000
<b>Total</b>				<b>\$760,000</b>	<b>\$760,000</b>

**F. Indirect Charges: \$82,781 each year for Years 1 & 2**

Total Indirect Costs	Year 1	Year 2
	\$82,781	\$82,781

NWAC has not received an approved negotiated indirect cost rates from HHS or another cognizant federal agency. Indirect costs are requested at the 10% de minimis rate.

**F. Other Costs**

No other costs are requested in this proposal.

**G. Total Direct Costs:**

<b>Total Direct Costs</b>	<b>Year 1</b>	<b>Year 2</b>
	\$1,989,627	\$1,989,627

**H. Indirect Charges:**

Benton County has not received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Indirect costs are requested at the 10% de minimis rate.

<b>Total Indirect Costs</b>	<b>Year 1</b>	<b>Year 2</b>
	\$10,373	\$10,373

**I. Total Costs:**

<b>Total Costs</b>	<b>Year 1</b>	<b>Year 2</b>
A. Personnel	\$21,971	\$21,971
B. Fringe Benefits	\$6,756	\$6,756
C. Travel	\$0.00	\$0.00
D. Equipment	\$0.00	\$0.00
E. Supplies	\$0.00	\$0.00
F. Contractual	\$1,960,900	\$1,960,900
G. Other	\$0.00	\$0.00
H. Total Direct Costs	\$1,989,627	\$1,989,627
I. Indirect Costs	10,373	10,373
J. Program Income	\$0.00	\$0.00
<b>Totals</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>



## **J. Plan for Oversight of Federal Award Funds**

Benton County Government manages more than \$6 million in federal funding each year as well as an overall county budget of \$87 million and has robust policies to ensure proper oversight of federal funds and activities.

**Procurement.** Procurement practices follow all federal and state regulations, and institutional procedures guide the process of approving grant expenditures. The procedures include approval chains and processes appropriate to the nature and amount of the expenditures. No expenditures will be approved without supporting documentation (e.g. invoice, purchase order, receipt, etc.). Bidding will be required as per state statute.

**Financial Monitoring and Reporting.** All Benton County financial policies are in accordance with GAAP and GAAS as well as 45 CFR Part 75. Payroll, accounts payable, cash receipts, and recognition of third-party transactions are performed by separate staff members. Detailed tracking of costs and revenues permits management to review specific financial activities and provide reports showing budget vs. actual.

**Records Retention and Access.** Benton County follows the Arkansas general records retention schedule to ensure that records are retained as long as they are needed for administrative, fiscal, legal, or research purposes. Access will be limited to only those personnel who need it to complete job duties.

**Risk Management/Remedies.** Benton County has policies to identify and mitigate risks through annual audits, continuous quality improvement assessments, and regular program monitoring. If a risk is identified, Benton County will develop a mitigation plan to manage, eliminate, or reduce the risk to an acceptable level. Once a plan is implemented, it is continually monitored for efficacy.

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN: 1716046242A1

DATE:09/26/2017

ORGANIZATION:

FILING REF.: The preceding agreement was dated 12/17/2013

University of Arkansas for Medical Sciences

4301 West Markham

Mail Slot 545

Little Rock, AR 72205-7199

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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**SECTION I: Facilities And Administrative Cost Rates**

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RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2017	06/30/2018	49.00	On Campus	Organized Research
PRED.	07/01/2018	06/30/2019	50.00	On Campus	Organized Research
PRED.	07/01/2019	06/30/2020	51.00	On Campus	Organized Research
PRED.	07/01/2020	06/30/2021	52.00	On Campus	Organized Research
PRED.	07/01/2017	06/30/2021	47.50	On Campus	Instruction
PRED.	07/01/2017	06/30/2021	26.00	On Campus	Other Sponsored Activities
PRED.	07/01/2017	06/30/2021	26.00	Off Campus	All Programs
PROV.	07/01/2021	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2021.

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ORGANIZATION: University of Arkansas for Medical Sciences

AGREEMENT DATE: 9/26/2017

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\*BASE

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: University of Arkansas for Medical Sciences

AGREEMENT DATE: 9/26/2017

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

FRINGE BENEFITS:

FICA  
TIAA/CREF  
Retirement  
Life Insurance  
Unemployment Insurance  
Health Insurance  
Dental Insurance  
Disability  
Worker's Compensation  
Tuition Remission

Your next proposal based on actual costs for the fiscal year ending 06/30/20 is due in our office by 12/31/20.

ORGANIZATION: University of Arkansas for Medical Sciences

AGREEMENT DATE: 9/26/2017

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Arkansas for Medical Sciences

(INSTITUTION)



(SIGNATURE)

William R. Bowes, CFO

(NAME)

Sr. Vice Chancellor for Finance & Administration

(TITLE)

9/29/17

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Arif M. Karim -A

Digitally signed by Arif M. Karim -A  
DN: cn=US, o=U.S. Government, ou=HHS, ou=PSC, ou=People,  
c=Arif M. Karim -A, 0.9.2342.19200300.100.1.1=2000212855  
Date: 2017.09.28 15:19:44 -0500

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

9/26/2017

(DATE) 6998

HHS REPRESENTATIVE: Theodore Foster

Telephone: (214) 767-3261

**COMPONENTS OF PUBLISHED F&A COST RATE**

INSTITUTION: University for Arkansas for Medical Sciences

FY COVERED BY RATE: JULY 1, 2017 through JUNE 30, 2021

APPLICABLE TO: ORGANIZED RESEARCH

<u>RATE COMPONENT:</u>	<u>FY 2018 ON CAMPUS</u>	<u>FY 2019 ON CAMPUS</u>	<u>FY 2020 ON CAMPUS</u>	<u>FY 2021 ON CAMPUS</u>
Building Depreciation	5.3	5.6	5.9	6.2
Equipment Depreciation	3.1	3.1	3.1	3.1
Interest	1.5	1.5	1.5	1.5
Operation & Maintenance	10.5	11.2	11.9	12.6
Library	1.3	1.3	1.3	1.3
Utility Cost Allowance	1.3	1.3	1.3	1.3
Administration*	26.0	26.0	26.0	26.0
<b>TOTAL</b>	<u>49.0</u>	<u>50.0</u>	<u>51.0</u>	<u>52.0</u>

\* Reflects provisions of Appendix III to Part 200 of Uniform Guidance—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs), C.8, dated December 26, 2013.

CONCURRENCE:

University for Arkansas for Medical Sciences  
(Institution)

*William R. Bowes*  
(Signature)

William R. Bowes, CFO  
(Name)

Sr. Vice Chancellor for Finance & Administration  
(Title)

9/29/17  
(Date)



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation  
Central States Field Office

April 16, 2009

1301 Young Street  
Room 732  
Dallas, Texas 75202  
(214)-767-3281  
(214)-767-3284 FAX

Ms. Pauline Thomas  
Vice Chancellor - Finance & Administration  
University of Arkansas at Pine Bluff  
P.O. Box 4922  
1200 North University Drive  
Pine Bluff, AR 71611

Dear Ms. Thomas:

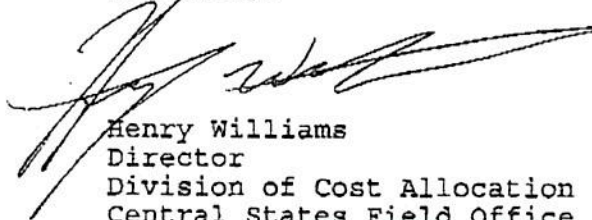
A copy of a facilities and administrative cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for facilities and administrative costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (214) 767-3264. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

A facilities and administrative cost proposal, together with supporting information, is required each year to substantiate claims made for facilities and administrative costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending June 30, 2012 is due in our office by December 31, 2012.

Thank you for your cooperation.

Sincerely,

  
Henry Williams  
Director  
Division of Cost Allocation  
Central States Field Office

Enclosures

2009 APR 21 AM 9:29  
DIVISION OF COST ALLOCATION

PLEASE SIGN AND RETURN THE ORIGINAL OF THE RATE AGREEMENT

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN #: 1716010030A1

DATE: April 16, 2009

INSTITUTION:  
 University of Arkansas at Pine Bluff  
 P.O. Box 4922  
 1200 North University Drive  
 Pine Bluff AR 71611

FILING REF.: The preceding Agreement was dated April 2, 2004

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: FACILITIES AND ADMINISTRATIVE COST RATES\***

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

TYPE	EFFECTIVE PERIOD		RATE(%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
PRED.	07/01/08	06/30/09	60.0	On Campus	All Programs
PRED.	07/01/08	06/30/09	26.0	Off Campus	All Programs
PRED.	07/01/09	06/30/13	59.4	On Campus	All Programs
PRED.	07/01/09	06/30/13	19.6	Off Campus	All Programs
PROV.	07/01/13	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2013.		

\*BASE:  
 Direct salaries and wages excluding all fringe benefits.



INSTITUTION:  
University of Arkansas at Pine Bluff

AGREEMENT DATE: April 16, 2009

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using a rate(s). Over/under recoveries from actual costs are adjusted in current or future periods. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims for the costs of these paid absences are not made.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$2,500 or more per unit.

FRINGE BENEFITS:

FICA  
Retirement  
Life Insurance  
Unemployment Insurance  
Health Insurance  
Dental Insurance

INSTITUTION:  
University of Arkansas at Pine Bluff

AGREEMENT DATE: April 16, 2009

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The Rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Arkansas at Pine Bluff

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

*Pauline Thomas*

Pauline Thomas

Vice Chancellor - Finance & Admin

4/21/09

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Henry Williams

(NAME)

DIRECTOR, DIVISION OF COST ALLOCATION-

(TITLE) CENTRAL STATES FIELD OFFICE

April 16, 2009

(DATE) 0011

HHS REPRESENTATIVE: Theodore Foster

Telephone: (214) 767-3411