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Director and Health Officer

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BOARD OF SUPERVISORS

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July 17, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

22 July 17, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

APPROVAL TO EXECUTE AN AMENDMENT TO COUNTY CONTRACT NUMBER PH-001150 WITH IN THE MEANTIME MEN’S GROUP, INCORPORATED FOR THE FUNDING TERM OF MAY 1, 2012 THROUGH APRIL 30, 2015 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Request approval to execute an amendment to County Contract Number PH-001150 with In The Meantime Men’s Group, Incorporated to support the MyLife MyStyle homegrown HIV prevention intervention program.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to execute Amendment 2 to Contract Number PH-001150 with In the Meantime Men’s Group, Incorporated (In The Meantime), substantially similar to Exhibit I, in the amount of \$188,648, increasing the annual maximum obligation from \$105,284 to \$293,932, effective upon date of Board approval for the funding term of May 1, 2012 through April 30, 2013; and subject to the availability of funds \$188,648 annually for the terms of May 1, 2013 through April 30, 2014; and May 1, 2014 through April 30, 2015; to allow for the continued support of the “MyLife MyStyle” homegrown HIV prevention intervention program (MyLife MyStyle Program), 100 percent offset by funding from the Centers for Disease Control and Prevention (CDC).
2. Delegate authority to the Director of DPH, or his designee, to execute amendments to the agreement that adjust the term of the agreement through October 31, 2015; and/or provide an increase or a decrease in funding up to 25 percent above or below each term’s annual base

maximum obligation, effective upon amendment execution or at the beginning of the applicable agreement term, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow DPH to provide additional support to In the Meantime's MyLife MyStyle Program. The MyLife MyStyle Program is a homegrown intervention, implemented by a local community-based organization that serves at-risk African-American Men Who Have Sex with Men (MSM) within all Service Planning Areas (SPAs), with significant focus on SPAs 4 and 6. The MyLife MyStyle Program is specifically designed to reduce the number of unprotected sexual encounters and new HIV infections among African-American MSM. The additional funding will support program costs and allow In the Meantime to hire four additional staff to support increased recruitment and enrollment of program participants.

Approval of Recommendation 2 will allow DPH to execute amendments to adjust the term of the In The Meantime agreement and increase or decrease funding up to 25 percent above or below the annual base maximum obligation, effective upon amendment execution or at the beginning of the applicable agreement term. This recommended action will enable DPH to amend the agreement to adjust the term for a period of up to six months beyond the expiration date. This amendment will only be executed if and when there is an unanticipated extension of the term of the applicable grant funding to allow additional time to complete services and utilize grant funding. This authority is being requested to enhance DPH's efforts to expeditiously maximize grant revenue, consistent with Board Policy 4.070: Full Utilization of Grant Funds.

Recommendation 2 will also enable DPH to amend agreements to allow for the provision of additional units of funded services that are above the service level identified in the current agreement and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. While the County is under no obligation to pay a contractor beyond what is identified in the original executed agreement, the County may determine that the contractor has provided evidence of eligible costs for qualifying contracted services and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated. This recommendation has no impact on net County cost.

Implementation of Strategic Plan Goals

The recommended actions support Goal 3, Integrated Services Delivery, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total cost of the Contract amendment for the term date of Board approval through April 30, 2015 is \$565,944, 100 percent offset by an increase to CDC funding for Evaluating Locally-Developed Homegrown HIV Prevention Interventions.

Funding for this action has been included in the fiscal year 2012-13 Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 3, 2010, your Board delegated authority to the Director of DPH, or his designee, to execute amendments to the Contract with In the Meantime that increase or decrease funding up to 25 percent of each year's maximum obligation. The recommended increase to the Contract exceeds this delegated authority.

As required under Board Policy 5.120, your Board was notified on May 17, 2012 of DPH's request to increase or decrease funding up to 25 percent above or below the annual base maximum obligation.

Exhibit I has been approved by County Counsel as to use.

CONTRACTING PROCESS

On August 3, 2010 your Board approved the execution of a sole source agreement with In The Meantime to support the implementation of the MyLife MyStyle Program, effective August 3, 2010 through April 30, 2011, with provisions for four one-year automatic renewal periods through April 30, 2015, at an annual maximum obligation of \$105,284, 100 percent offset by the CDC grant for the Evaluating Locally-Developed Homegrown HIV Prevention Intervention program.

On June 27, 2011, I notified your Board that I was exercising delegated authority approved by your Board to amend the Contract to increase funding by \$10,470, increasing the maximum obligation from \$105,284 to \$115,754, for the funding term of May 1, 2011 through April 30, 2012.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

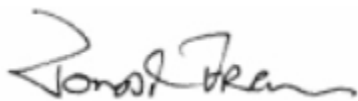
Approval of these actions will allow DPH to increase support of the MyLife MyStyle Program, aimed specifically at reducing unprotected sex and new HIV infections among African-American MSM within all SPAs, but primarily SPAs 4 and 6.

The Honorable Board of Supervisors

7/17/2012

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jonathan E. Fielding". The signature is written in a cursive style with a large initial "J" and "F".

JONATHAN E. FIELDING, M.D., M.P.H.

Director and Health Officer

JEF:mjp:jlh

BL#02273

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**MYLIFE MYSTYLE HOMEGROWN
HIV PREVENTION INTERVENTION AGREEMENT**

Amendment No. 2

THIS AMENDMENT is made and entered into this _____ day
of _____, 2012,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

IN THE MEANTIME MEN'S GROUP,
INCORPORATED (hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "MYLIFE MYSTYLE HOMEGROWN HIV PREVENTION INTERVENTION AGREEMENT", dated August 3, 2010, and further identified as Agreement Number PH-001150, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, County has established Division of HIV and STD Programs (hereafter "DHSP") formerly known as HIV Epidemiology Program (HIV Epi) under the administrative direction of County's Department of Public Health (hereafter "DPH"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to increase the maximum obligation of County and provide other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, the Amendment Format has been approved by County Counsel.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective upon Board approval.

2. Paragraph 2, DESCRIPTION OF SERVICES, Subparagraph A, shall be amended to read as follows:

“2. DESCRIPTION OF SERVICES:

A. Contractor shall provide the services described in Exhibit(s) and Schedule(s), attached hereto and incorporated herein by reference.”

3. Paragraph 4, MAXIMUM OBLIGATION OF COUNTY, Subparagraph C, shall be amended, Subparagraphs D and E, shall be replaced to read as follows:

“4. MAXIMUM OBLIGATION OF COUNTY:

C. During the period effective May 1, 2012 through April 30, 2013, the maximum obligation of County for Mylife Mystyle Homegrown HIV Prevention Intervention services provided under this Agreement in accordance with Exhibit “C”, shall be no greater than One Hundred Five Thousand, Two Hundred Eighty Four Dollars (\$105,284). Contractor shall use such funds only to pay for services as set forth in Schedule 3, attached hereto and incorporated herein by reference, and only to the extent that such funds are reimbursable to County, consistent with federal, State, and/or County budget reductions.

Effective upon date of execution of this Amendment through April 30, 2013, the maximum obligation of County for all services provided hereunder in accordance with Exhibit “C-1” shall be increased by One Hundred Eighty-Eight Thousand, Six Hundred Forty-Eight Dollars

(\$188,648) as set forth in Schedule 3-A, attached hereto and incorporated herein by reference.

The combined maximum obligation of County for all services provided hereunder for the period effective May 1, 2012 through April 30, 2013 shall not exceed Two Hundred Ninety-Three Thousand, Nine Hundred Thirty-Two Dollars (\$293,932) as set forth in Schedules 3 and 3-A.

D. During the period effective May 1, 2013 through April 30, 2014, the maximum obligation of County for Mylife Mystyle Homegrown HIV Prevention Intervention services provided under this Agreement in accordance with Exhibit "D-1", shall be no greater than Two Hundred Ninety-Three Thousand, Nine Hundred Thirty-Two Dollars (\$293,932). Contractor shall use such funds only to pay for services as set forth in Schedule 4-Revised, attached hereto and incorporated herein by reference, subject to availability of funds, and only to the extent that such funds are reimbursable to County, consistent with federal, State, and/or County budget reductions.

E. During the period effective May 1, 2014 through April 30, 2015, the maximum obligation of County for Mylife Mystyle Homegrown HIV Prevention Intervention services provided under this Agreement in accordance with Exhibit "E-1", shall be no greater than Two Hundred Ninety-Three Thousand, Nine Hundred Thirty-Two Dollars (\$293,932).

Contractor shall use such funds only to pay for services as set forth in Schedule 5-Revised, attached hereto and incorporated herein by reference, subject to availability of funds, and only to the extent that such funds are reimbursable to County, consistent with federal, State, and/or County budget reductions.”

4. Paragraph 7, FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS, shall be replaced in its entirety to read as follows:

“7. FUNDING/SERVICES ADJUSTMENTS AND REALLOCATIONS:

A. Upon Director's specific written approval, County may increase or decrease the funding or reallocate funds to an Exhibit(s), Schedule(s) and/or Budget(s) category in this Agreement where such funds can be more effectively used by Contractor, up to twenty-five percent (25%) above or below each term's annual base maximum obligation and make corresponding service adjustments, as necessary, based on the following: (1) if additional monies are available from federal, State, or County funding sources; (2) if a reduction of monies occur from federal, State, or County funding sources; and/or (3) if County determines from reviewing Contractor's records of service delivery and billings to County that a significant underutilization of funds provided under this Agreement will occur over its term.

All funding adjustments and reallocation as allowed under this Paragraph may be effective upon amendment execution or at the

beginning of the applicable contract term, to the extent allowed by the funding source, following the provision of written notice from Director, or his/her designee, to Contractor. Reallocation of funds in excess of the aforementioned amount shall be approved by County's Board of Supervisors. Any change to the County maximum obligation or reallocation of funds to an Exhibit, Schedule, and/or Budget category in this Agreement shall be effectuated by an amendment to this Agreement pursuant to the ALTERATION OF TERMS Paragraph of this Agreement.

B. County and Contractor shall review Contractor's expenditures and commitments to utilize any funds, which are specified in this Agreement for the services hereunder and which are subject to time limitations as determined by Director, midway through each County fiscal year during the term of this Agreement, midway through the applicable time limitation period for such funds if such period is less than a County fiscal year, and/or at any other time or times during each County fiscal year as determined by Director. At least fifteen (15) calendar days prior to each such review, Contractor shall provide Director with a current update of all of Contractor's expenditures and commitments of such funds during such fiscal year or other applicable time period.”

5. Paragraph 11, GENERAL PROVISIONS FOR ALL INSURANCE COVERAGES, Subparagraphs C and D, shall be amended to read as follows:

“11. GENERAL PROVISIONS FOR ALL INSURANCE COVERAGES:

C. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

D. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.”

6. Paragraph 29, COUNTY'S QUALITY ASSURANCE PLAN, of ADDITIONAL PROVISIONS shall be amended to read as follows:

“29. COUNTY'S QUALITY ASSURANCE PLAN: County or its agent will evaluate Contractor's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Agreement or impose other penalties as specified in this Agreement.

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.”

7. Effective on the date of this Amendment, Schedule 3-A, BUDGET FOR MYLIFE MYSTYLE HOMEGROWN HIV PREVENTION INTERVENTION SERVICES, shall be attached hereto and incorporated herein by reference.

8. Effective on the date of this Amendment, Schedules 4 and 5, shall be replaced with Schedules 4-Revised and 5-Revised, BUDGETS FOR MYLIFE MYSTYLE HOMEGROWN HIV PREVENTION INTERVENTION SERVICES, attached hereto and incorporated herein by reference

9. Effective on the date of this Amendment, Exhibits C, D and E shall be replaced

with Exhibits C-1, D-1 and E-1, SCOPE OF WORK FOR MYLIFE MYSTYLE
HOMEGROWN HIV PREVENTION INTERVENTION SERVICES, attached hereto and
incorporated herein by reference.

10. Except for the changes set forth herein above, Agreement shall not be
changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D. M.P.H.
Director and Health Officer

IN THE MEANTIME MEN'S GROUP,
INCORPORATED

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
JOHN F. KRATTLI
Acting County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

DA# 02273:jlh

SCHEDULE 3-A

IN THE MEANTIME MEN'S GROUP

My Life My Style Evaluation Project

	<u>Budget Period</u> 07/17/12 through 04/30/13
Salaries	\$85,269
Employee Benefits	<u>\$17,054</u>
Total Salaries and Employee Benefits	\$102,323
Supplies	\$7,305
Travel	\$1,500
Other Expenses	<u>\$77,520</u>
Total Operating Expenses	\$86,325
TOTAL DIRECT COSTS FOR BUDGET PERIOD	\$188,648
Indirect Cost	<u>\$0</u>
TOTAL PROGRAM BUDGET	\$188,648

During the term of this Agreement, any variation to the above budget must have prior written approval of the Division of HIV and STD Programs' Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

SCHEDULE 4 REVISED
IN THE MEANTIME MEN'S GROUP
My Life My Style Evaluation Project

	<u>Budget Period</u> 05/01/13 through 04/30/14
Salaries	\$163,719
Employee Benefits	<u>\$32,744</u>
Total Salaries and Employee Benefits	\$196,463
Supplies	\$8,000
Travel	\$3,000
Other Expenses	<u>\$86,469</u>
Total Operating Expenses	\$97,469
TOTAL DIRECT COSTS FOR BUDGET PERIOD	\$293,932
Indirect Cost	<u>\$0</u>
TOTAL PROGRAM BUDGET	\$293,932

During the term of this Agreement, any variation to the above budget must have prior written approval of the Division of HIV and STD Programs' Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

SCHEDULE 5 REVISED
IN THE MEANTIME MEN'S GROUP
My Life My Style Evaluation Project

	<u>Budget Period</u> 05/01/14 through 04/30/15
Salaries	\$163,719
Employee Benefits	<u>\$32,744</u>
Total Salaries and Employee Benefits	\$196,463
Supplies	\$8,000
Travel	\$3,000
Other Expenses	<u>\$86,469</u>
Total Operating Expenses	\$97,469
TOTAL DIRECT COSTS FOR BUDGET PERIOD	\$293,932
Indirect Cost	<u>\$0</u>
TOTAL PROGRAM BUDGET	\$293,932

During the term of this Agreement, any variation to the above budget must have prior written approval of the Division of HIV and STD Programs' Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

**In The Meantime Men's Group (ITMT)
MyLife MyStyle Evaluation Project
May 1, 2012 through April 30, 2013
Scope of Work**

Measurable objectives:

1. The Co-Principal Investigator (Co-PI) must hire and train a Recruiter/Facilitator Assistant, Evaluation Assistant and Qualitative Data Analyst for the MyLife MyStyle Evaluation Project.
2. The Co-PI must provide on-going training and supervision for the Project Coordinator, Recruiter/Facilitator Assistant, Evaluation Assistant, and Qualitative Data Analyst in the delivery and evaluation of the MyLife MyStyle intervention.
3. The Co-PI and Project Coordinator must participate in a mandatory Principal Investigator (PI) meeting in Atlanta and bi-weekly CDC conference calls.
4. The Recruiter/Facilitation Assistant must conduct recruitment activities and special events in physical and online venues to screen and enroll approximately 24 participants each month to complete baseline Audio Computer-assisted Self Interview (ACASI) sessions.
5. The Project Coordinator must work with the Recruiter to coordinate and monitor recruitment and enrollment of up to 288 MyLife MyStyle participants in Year 3.
6. The Project Coordinator must deliver three MyLife sessions to one cohort of up to 12 intervention participants each month.
7. The Data Collection Assistant must schedule and administer 288 three-month and 192 six-month follow-up ACASI sessions with MyLife participants.
8. The Project Coordinator must deliver up to 7 wait-list control MyLife groups with wait-list controls.
9. The Evaluation Assistant must conduct fidelity monitoring and quality assurance of up to 12 MyLife group sessions.
10. The Evaluation Assistant must administer and digitally record up to 21 qualitative Success Case Study interviews and review all transcripts for accuracy.
11. The Qualitative Data Analyst must review and code 21 qualitative Success Case Study interviews using Atlas.ti software and Framework analysis methods.
12. ITMT must work with HIV Epidemiology (HIV EPI) to monitor all project activities and ensure that evaluation procedures adhere to strict study protocols.

13. ITMT must coordinate community input that includes convening up to three Community Advisory Board meetings that include African American men who have sex with men.
14. The Project Coordinator must provide debriefing comments about his impressions of successful components of the groups and discuss with Co-PI on a weekly basis.
15. The Project Coordinator must work with HIV EPI's Project Epidemiologist to oversee the pace of quantitative and qualitative data collection.
16. The Data Collection Assistant must assist in collecting and transferring process and outcome evaluation data to HIV EPI.
17. The Co-PI must meet bi-weekly with HIV EPI's PI and Evaluation Consultant to monitor study enrollment and other process indicators for the evaluation study.
18. The Co-PI must supervise the conduct of the Success Case Study (qualitative evaluation method) with up to 21 participants.
19. ITMT must assist in preparation of written, annual progress reports for CDC.
20. ITMT must develop and disseminate promotional materials to help recruit participants.
21. ITMT must disburse incentives to research participants for study activities.
22. ITMT must secure space for all project activities, including CAB meetings, computer-assisted interviews, and MyLife MyStyle group sessions.

**In The Meantime Men's Group (ITMT)
MyLife MyStyle Evaluation Project
May 1, 2013 through April 30, 2014
Statement of Work**

Measurable objectives:

1. The Co-Principal Investigator (Co-PI) must provide on-going training and supervision for the Project Coordinator, Recruiter/Facilitator Assistant, Data Collection Assistant, Evaluation Assistant, and Qualitative Data Analyst in the delivery and evaluation of the MyLife MyStyle intervention.
2. The Co-PI and Project Coordinator must participate in a mandatory Principal Investigator (PI) meeting in Atlanta and bi-weekly CDC conference calls.
3. The Recruiter/Facilitation Assistant must conduct recruitment activities and special events in physical and online venues to screen and enroll approximately 24 participants each month to complete baseline Audio Computer-assisted Self Interview (ACASI) sessions.
4. The Project Coordinator must work with the Recruiter to coordinate and monitor recruitment and enrollment of up to 216 MyLife MyStyle participants in Year 4.
5. The Project Coordinator must deliver three MyLife sessions to one cohort of up to 12 intervention participants each month for 10 months in Year 4.
6. The Data Collection Assistant must schedule and administer 288 three-month and 288 six-month follow-up ACASI sessions with MyLife participants.
7. The Project Coordinator must deliver up to 12 wait-list control MyLife groups with wait-list controls.
8. The Evaluation Assistant must conduct fidelity monitoring and quality assurance of up to 9 MyLife group sessions.
9. The Evaluation Assistant must administer and digitally record up to 16 qualitative Success Case Study interviews and review all transcripts for accuracy.
10. The Qualitative Data Analyst must review and code 36 qualitative Success Case Study interviews using Atlas.ti software and Framework analysis methods.
11. ITMT must work with HEP to monitor all project activities and ensure that evaluation procedures adhere to strict study protocols.
12. ITMT must coordinate community input that includes convening up to two CAB meetings that include AAMSM.

13. The Project Coordinator must provide debriefing comments about his impressions of successful components of the groups and discuss with Co-PI on a monthly basis.
14. The Project Coordinator must work with HEP's Project Epidemiologist to oversee the pace of quantitative data collection.
15. The Project Coordinator must work with the Evaluation Consultant to oversee the pace of qualitative data collection.
16. The Co-PI will contribute to the Success Case Study by assisting the Evaluation Consultant with coding and interpretation of the qualitative transcripts.
17. The Data Collection Assistant must assist in collecting and transferring process and outcome evaluation data to HEP.
18. The Co-PI must meet bi-weekly with HEP's PI and Evaluation Consultant to monitor study enrollment and other process indicators for the evaluation study.
19. The Co-PI must supervise the conduct of the Success Case Study (qualitative evaluation method) with up to 20 participants.
20. ITMT must assist in preparation of written, annual progress reports for CDC.
21. ITMT must develop and disseminate promotional materials to help recruit participants.
22. ITMT must disburse incentives to research participants for study activities.
23. ITMT must secure space for all project activities, including CAB meetings, computer-assisted interviews, and MyLife MyStyle group sessions.

**In The Meantime Men's Group (ITMT)
MyLife MyStyle Evaluation Project
May 1, 2014 through April 30, 2015
Statement of Work**

Measurable objectives:

1. The Co-Principal Investigator (Co-PI) must provide on-going training and supervision for the Project Coordinator, Recruiter/Facilitator Assistant, Data Collection Assistant, Evaluation Assistant, and Qualitative Data Analyst in the delivery and evaluation of the MyLife MyStyle intervention.
2. The Co-PI and Project Coordinator must participate in bi-weekly CDC conference calls.
3. The Co-PI must meet routinely with HEP's Principal Investigator (PI) and Evaluation Consultants to monitor the final study enrollment and other process indicators for the evaluation study.
4. ITMT must work with HEP to monitor all final project activities and ensure that evaluation procedures are following strict study protocols.
5. The Data Collection Assistant must schedule and administer 24 three-month and 96 six-month follow-up Audio Computer-assisted Self Interview (ACASI) sessions with MyLife participants.
6. The Project Coordinator must deliver up to 5 wait-list control MyLife groups with wait-list controls.
7. The Evaluation Assistant must conduct fidelity monitoring and quality assurance of up to 3 MyLife group sessions.
8. The Qualitative Data Analyst must complete the review and coding of 36 qualitative Success Case Study interviews using Atlas.ti software and Framework analysis methods.
9. ITMT must coordinate community input that includes convening up to two CAB meetings to discuss interpretation of findings.
10. The Project Coordinator must work with HEP's Project Epidemiologist to oversee the pace of the final quantitative data collection.
11. The Co-PI will continue to contribute to the Success Case Study by assisting the Evaluation Consultant with the final coding and interpretation of the qualitative transcripts.
12. The Data Collection Assistant must assist in collecting and transferring the final process and outcome evaluation data to HEP.
13. ITMT must disburse incentives to research participants for study activities.

14. ITMT must secure space for all project activities, including CAB meetings, computer-assisted interviews, and MyLife MyStyle group sessions.
15. ITMT must assist in preparation of final written reports for CDC.
16. The Co-PI must assist in the preparation of manuscripts based on ITMT's experiences conducting a comprehensive program evaluation of a homegrown intervention.