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Folder Title:

Admin - Guides - Memo of Understanding between OPD [Office of Policy Development] and HUD
[Housing and Urban Development]

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Position:

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ADMIN - Grades -
Memo. of understanding
b/w ~~OPD~~ OPD &
HUD

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THE WHITE HOUSE

WASHINGTON

June 4, 1997

MEMORANDUM FOR JACQUIE LAWING

FROM: Sandra Thurman
Director, Office of National AIDS Policy

RE: Agency representative and administrative support from the Department of
Housing and Urban Development (HUD)

Agency Representative:

The role of an agency representative from HUD would provide expertise on policy issues that affect housing and people living with HIV and AIDS that included policy issues related to services, prevention, research, and discrimination. The agency representative would allow for proper representation in the overall coordination of my duties as Director of the Office of National AIDS Policy.

HUD Agency Representative Responsibilities:

- Budget Issues related to Housing
- HOPWA Programs
- Overall Homeless Programs that include HIV/AIDS criteria
- Interdepartmental Task Force on HIV/AIDS
Would like HUD agency rep. to be lead for ONAP
- Presidential Advisory Council on HIV and AIDS
point person for housing issues

Commitment:

Full-time
Located in the Office of National AIDS Policy

Administrative Support:

According to the Memorandum of Understanding with the Department of Housing and Urban Development (HUD) and the Office of National AIDS Policy (ONAP), administrative support can be legally provided by HUD.

Anthea Atwater's contract will expire on June 20th. Her role as receptionist is critical in the day-to-day operations and I would hope that HUD could continue to provide for a receptionist.

As we continue carrying out our responsibilities, it is essential that we obtain sufficient, qualified and stable staffing. If we cannot fill these positions, we jeopardize the impact of this office on HIV and AIDS and more importantly the President's commitment to people living with HIV and AIDS.

SUBJECT TO AVAILABILITY OF FUNDS

MEMORANDUM OF UNDERSTANDING

Between

**THE OFFICE OF POLICY DEVELOPMENT
EXECUTIVE OFFICE OF THE PRESIDENT**

and

THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I. BACKGROUND:

The White House established in 1995 an interdepartmental team responsible for coordinating policy development and public outreach on HIV/AIDS Policy. This group is referred to as the Interdepartmental Task Force on AIDS.

The Department of Housing and Urban Development (HUD) is actively involved in this interdepartmental effort and has a substantial stake in the success of the Task Force's work. HUD is the only Agency contributing financial support to the Task Force during Fiscal Year 1996. The Office of Policy Development (OPD), Executive Office of the President, will provide administrative services to the Task Force on HUD's behalf.

II. AUTHORITY:

This agreement is entered into under the authority of 31 U.S.C. §1346 (b).

III. THE UNDERTAKING:

Under this interagency agreement, OPD agrees to provide administrative support, on HUD's behalf, to the Task Force. The cost of such support shall not exceed \$245,000 in fiscal year 1996. HUD agrees to make advances to OPD up to the foregoing amount for its expenditures for providing such support. Administrative services include but are not limited to: requisitioning of goods and services, funds management, and liaison with other agencies in the Executive Office of the President.

HUD will be represented on the interdepartmental team by the Secretary or his or her designee(s).

IV. PERIOD OF AGREEMENT:

This agreement commences October 1, 1995, and shall remain in effect until September 30, 1996. The paragraphs herein

memorialize the understandings, terms, and agreements pursuant to which each involved organization shall act. This agreement may be modified with the advance written consent of both parties.

V. NOTICE:

All acquisitions made under this agreement shall comply with the Competition in Contracting Act, Pub. L. 98-369.

All capitalized equipment (equipment with a per item value in excess of \$1,000 and a useful life exceeding one year), including computer hardware, telefax machines, and other equipment purchased for this project with HUD funds will be returned to HUD at the end of this agreement unless the parties enter into a follow-on agreement that provides otherwise.

No portion of these funds will be used to support publicity or propaganda activities prohibited by section 507 of Public Law 103-123, the Treasury, Postal Service, and General Government Appropriations Act, 1995; by the Anti-Lobbying Act, 18 U.S.C. § 1913; or by any other applicable law.

VI. PROGRAM/TECHNICAL LIAISON OFFICERS:

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

Fred G. Karnas, Jr., Director
of HIV/AIDS Housing
U.S. Department of
Housing and Urban Dev.
Washington, DC 20410

OFFICE OF POLICY DEVELOPMENT

Ashley Raines
Funds Manager
Office of Policy Development
Executive Office of the
President
Washington, DC 20503
(202) 456-2023

Jurg Hochuli, Director
Financial Management Division
Office of Administration
(202) 395-3793

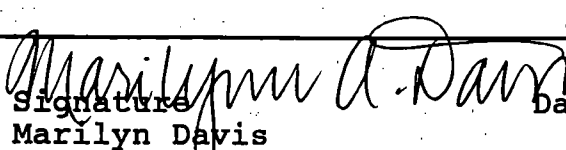
VII. FINANCIAL PROVISIONS:

With the approval of the agreement, OPD will bill HUD for an advance of funds not to exceed an annual amount of \$245,000, or such lesser pro rata amount as may be permitted under any applicable continuing resolution, via the Online Payment and Collection System (OPAC). Such requests will cite the number of this agreement, appropriation symbol and other accounting identification codes.

Each month, OPD will provide HUD with itemized charges to support the use of the advances. The total amount of expenditures under this agreement shall not exceed \$245,000, in fiscal year 1996. Upon submission of the final monthly list of itemized charges

under this agreement, OPD will provide to HUD a final reconciliation of the advances to the actual costs. OPD will then refund via OPAC any resulting outstanding balance.

VIII. APPROVALS

<u>CUSTOMER AGENCY:</u> ALC: Appropriation Symbol:	<u>SERVICING AGENCY:</u> THE EXECUTIVE OFFICE OF THE PRESIDENT Ashley Raines Office of Policy Development Washington, DC 20503 Attn: Ashley Raines (202) 456-2023 ALC: 11-01-0003 Appropriations Symbol: 1162200
<u>CUSTOMER AGENCY APPROVALS:</u>	<u>SERVICING AGENCY APPROVAL(S):</u>
Signature  Date Marilyn Davis Assistant Secretary for Administration Department of Housing & Urban Development Washington, DC	Signature Date Ashley Raines Funds Manager Office of Policy Development
	Signature Date Jurg Hochuli Director Financial Management Division Office of Administration

**OFFICE OF NATIONAL AIDS POLICY
PROPOSED STAFFING**

Position	Individual	Status
Director	Sandra Thurman	WH FTE
Deputy Director	Eric Goosby, MD	HHS agency rep.
Deputy Director		WH FTE
Public Affairs/Communication		Consultant
Presidential Advisory Council on HIV/AIDS - Executive Director	Danial C. Montoya	HHS agency rep.
Executive Assistant	Carmena Parris	DOE agency rep.
Receptionist	Anthea Atwater	HUD contractor
Interns		Spring - ends 4/25/97 Summer - ends 5/15/97
Policy Assistant - Services		HHS (HRSA) agency rep.
Policy Assistant - Research		HHS (NIH) agency rep.
Policy Assistant - Prevention		HHS (CDC) agency rep.
Policy Assistant - Women		HHS agency rep.
Policy Assistant - Communities of Color		HHS agency rep.
Policy Assistant - Substance Abuse and Prisons		HHS (NIDA) agency rep.
Policy Assistant - International		State (USIA) agency rep.
Policy Assistant - Housing		HUD
Administrative Assistant		HUD

SUBJECT TO AVAILABILITY OF FUNDS

MEMORANDUM OF UNDERSTANDING

Between

**THE OFFICE OF POLICY DEVELOPMENT
EXECUTIVE OFFICE OF THE PRESIDENT**

and

THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I. BACKGROUND:

The White House established in 1995 an interdepartmental team responsible for coordinating policy development and public outreach on HIV/AIDS Policy. This group is referred to as the Interdepartmental Task Force on AIDS.

The Department of Housing and Urban Development (HUD) is actively involved in this interdepartmental effort and has a substantial stake in the success of the Task Force's work. HUD is the only Agency contributing financial support to the Task Force during Fiscal Year 1996. The Office of Policy Development (OPD), Executive Office of the President, will provide administrative services to the Task Force on HUD's behalf.

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HUD will be represented on the interdepartmental team by the Secretary or his or her designee(s).

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VI. PROGRAM/TECHNICAL LIAISON OFFICERS:

**DEPARTMENT OF HOUSING
AND URBAN DEVELOPMENT**

Fred G. Karnas, Jr., Director
of HIV/AIDS Housing
U.S. Department of
Housing and Urban Dev.
Washington, DC 20410

OFFICE OF POLICY DEVELOPMENT

Ashley Raines
Funds Manager
Office of Policy Development
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Jurg Hochuli, Director
Financial Management Division
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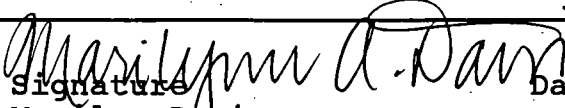
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 Signature _____ Date _____ Marilyn Davis Assistant Secretary for Administration Department of Housing & Urban Development Washington, DC	Signature _____ Date _____ Ashley Raines Funds Manager Office of Policy Development
	Signature _____ Date _____ Jurg Hochuli Director Financial Management Division Office of Administration

~~Re~~

Office Expense Budget
(incl. \$65k for rent)

130,000

Receptionist

?

Rent

?

HUD M.O.A. Amount

\$ 245,000

HHS → HUD

\$ 300,000

Fiscal Year 1997

April Analysis

Major Object Class		FY 1996 Actuals	Appropriation	Anticipated Reimb.	Received Reimb.	Total Resources	Gross Obligations Thru April	Commitments Remainder of Year	Projected Obligations Remainder of Year	Total Expenses	Available Balance
Full-time permanent	11.1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other than full-time	11.3	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other personnel comp	11.5	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special personal svcs	11.8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Civilian benefits	12.1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Former personnel	13.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Travel	21.0	\$38,199	\$0	\$23,000	\$0	\$23,000	\$1,888	\$0	\$0	\$1,888	\$21,112
Trans. of Things	22.0	\$1,440	\$0	\$2,000	\$0	\$2,000	\$264	\$0	\$0	\$264	\$1,736
Office Rent (GSA)	23.1	\$65,383	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rent, Comm, Utilities	23.3	\$21,850	\$0	\$15,000	\$0	\$15,000	\$10,341	\$595	\$0	\$10,936	\$4,064
Printing	24.0	\$3,069	\$0	\$35,000	\$0	\$35,000	\$21,195	\$0	\$0	\$21,195	\$13,805
Other Services	25.2	\$14,461	\$0	\$35,000	\$0	\$35,000	\$12,504	\$0	\$0	\$12,504	\$22,496
Supplies	26.0	\$10,690	\$0	\$10,000	\$0	\$10,000	\$4,225	\$0	\$0	\$4,225	\$5,775
Equipment	31.0	\$50,699	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
Recommended Lapse									\$0	\$0	\$0
Totals		\$205,791	\$0	\$130,000	\$0	\$130,000	\$50,418	\$595	\$0	\$51,013	\$78,987

NOTES:

Rent costs are being paid directly by HUD

EXPLANATION OF PROJECTED OBLIGATIONS FOR REMAINDER OF THE YEAR

Program	LAG Amount
AIDS	\$130,000
Total	\$130,000

AIDS POLICY EXPENSES
FY1997 Projection

	<u>FY1996 Expenses</u>	<u>FY1996 Request</u>	<u>FY1996 Actual</u>	<u>FY1997 Expenses</u>	<u>FY1997 Request</u>
Travel		\$25,000	\$20,000		\$25,000 + 3,000
Transportation of Things		\$2,000	\$1,000		\$2,000
Rent, Communications & Utilities		\$18,000	\$7,000		\$15,000
AT&T	\$2,700			\$3,000	
Bell Atlantic	\$2,500			\$3,000	
Skypager	\$300			\$700	
Misc. telephone charges	\$1,000			\$1,000	
Printing		\$20,000	\$500		\$10,000
OAI/AG				\$3,500	
Strategy appendices printing	\$2,100				\$15,000 + 10,000
Other Services		\$83,000	\$11,000		
PC Maintenance	\$0			\$10,500	
TV service	\$595				
Cartridge Technologies	\$260				
Xerox	\$320				
Faxland	\$500				
Software operation & mainten.	\$4,000				
Videotape purchases	\$525				
Misc. expenses	\$5,000				\$20,000
Supplies		\$6,000	\$15,000		
Office supplies	\$2,600			\$3,500	
Newspapers and magazines				\$600	
Software purchases	\$7,000				
Misc. supplies	\$200				
Subscriptions	\$1,100				\$25,000
Equipment		\$10,000	\$50,000		
		\$164,000	\$104,500		\$112,000
			115,500 from HUD		

AIDS POLICY EXPENSES
FY1997 Projection

10/17/96

	FY1996 Expenses	FY1996 Request	FY1996 Actual	FY1997 Expenses	FY1997 Request
Travel		\$25,000	\$20,000		\$25,000 28,000
Transportation of Things		\$2,000	\$1,000		\$2,000
Rent, Communications & Utilities		\$18,000	\$7,000		\$15,000
AT&T	\$2,700			\$3,000	
Bell Atlantic	\$2,500			\$3,000	
Skypager	\$300			\$700	
Misc. telephone charges	\$1,000			\$1,000	\$10,000
Printing		\$20,000	\$500		
OAIAG				\$3,500	
Strategy appendices printing	\$2,100				
Other Services		\$83,000	\$11,000		\$15,000 → 40,000
PC Maintenance	\$0			\$10,500	25,000
TV service	\$595				
Cartridge Technologies	\$260				
Xerox	\$320				
Faxland	\$500				
Software operation & mainten.	\$4,000				
Videotape purchases	\$525				
Misc. expenses	\$5,000				
Supplies		\$6,000	\$15,000		\$20,000
Office supplies	\$2,600			\$3,500	
Newspapers and magazines				\$600	
Software purchases	\$7,000				
Misc. supplies	\$200				
Subscriptions	\$1,100				
Equipment		\$10,000	\$50,000		\$25,000
		\$164,000	\$104,500		\$112,000

+ maint.
on equip

15,500

140

Huo pays rent directly

SUBJECT TO AVAILABILITY OF FUNDS

MEMORANDUM OF UNDERSTANDING

Between

**THE OFFICE OF POLICY DEVELOPMENT
EXECUTIVE OFFICE OF THE PRESIDENT**

and

THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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Signature <i>Marilyn A. Davis</i> Date _____ Marilyn Davis Assistant Secretary for Administration Department of Housing & Urban Development Washington, DC	Signature _____ Date _____ Ashley Raines Funds Manager Office of Policy Development
	Signature _____ Date _____ Jurg Hochuli Director Financial Management Division Office of Administration

April 17, 1997

MEMORANDUM FOR BRUCE REED

FROM: Sandy Thurman
Director, Office of National AIDS Policy

RE: Staffing for the Office of National AIDS Policy

As we continue carrying out our responsibilities, it is essential that we obtain sufficient and stable staffing. If we cannot fill the positions listed below, we jeopardize the President's commitment to me and more importantly to people living with HIV and AIDS.

This is the staffing structure I need for this office and the status of our efforts to fill these positions:

Position	Individual	Status
Director	Sandy Thurman	WH FTE
Deputy Director - Medical	Dr. Eric Goosby	WH FTE or HHS agency rep.
Deputy Director - Policy		WH FTE
Public Affairs/ Communication		WH FTE
Presidential Advisory Council on HIV/AIDS Executive Director	Daniel C. Montoya	HHS agency rep.
Executive Assistant	Carmina Parris	DOE agency rep
Receptionist	Anthea Atwater	HUD Temp/Expires June
Interns		Spring Semester Ending: April 25, 1997 Summer Semester Starting: May 15
Research		NIH agency rep.
Services/Ryan White		HRSA agency rep
Prevention		CDC agency rep

Women's Health
Minority Health

HHS
HHS

Prisons		HRSA agency rep (part-time only)
Substance Abuse		NIDA/SAMHSA agency rep
Native American		IHS (Native American IDTF)
International		USAID

International

USIA