



**CALL FOR GRANT APPLICATIONS
WOUNDED WARRIOR SERVICE DOG PROGRAM (WWSDP)
January 1st, 2027 - December 31st, 2027**

**Department of War
Uniformed Services University of the Health Sciences**

**The Henry M. Jackson Foundation for the Advancement of Military
Medicine, Inc.**

Call for Proposal Number: HU000124201012027

***Date Of Release: August 3rd, 2026
Information Session: August 12th 1:00 PM ET, 2026
Full Application Due: September 3rd 11:59 PM ET, 2026
Funding Notification: End of September 2026***

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I. PROGRAM DESCRIPTION

PROGRAM TITLE: Wounded Warrior Service Dog Program (WWSDP)

OVERVIEW: This competitive discretionary grant process establishes eligibility, procedures, and requirements for the Calendar Year 2027 WWSDP. The overall goal of the WWSDP is to provide assistance dogs (henceforth known as “service dogs”) to covered service members (SMs) and covered veterans. To achieve this, the WWSDP has established a competitive process to fund qualified nonprofit Service Dog Training Organizations (SDTOs) that demonstrate the capacity and capability to raise, train, and furnish service dogs to SMs and veterans with covered physical and psychiatric disabilities.

AWARD HISTORY: In 2015, Congress appropriated funds to the Department of War to establish the WWSDP. Historically, the Uniformed Services University (USU) has solicited grant applications from nonprofit institutions committed to connecting service dogs with SMs and veterans. The Henry M. Jackson Foundation (HJF) was selected in 2024 to continue this program in support of the Center for Advanced Research for Military Optimization, Readiness, and Rehabilitation (ARMORR) at USU.

AWARD CONSIDERATIONS:

The programmatic goal for HJF is to establish the infrastructure needed to successfully execute the Congressional intent by considering:

- A. the merits of the application submitted;
- B. whether, and to what extent, there is a demand by covered members or covered veterans for assistance dogs;
- C. the capacity and capability to raise and train assistance dogs to meet such demand; and
- D. the capacity to plan, design, establish, or operate a program to furnish service dogs to covered members and covered veterans, or any combination thereof.

¹Section 745 of the William M. (Mac) Thornberry [National Defense Authorization Act for Fiscal Year 2021](#)

²<https://uscode.house.gov/view.xhtml?path=/prelim@title10/subtitleA/part2/chapter55&edition=prelim>

³<https://uscode.house.gov/view.xhtml?path=/prelim@title10/subtitleA/part2/chapter61&edition=prelim>

⁴<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title38-section1705A&num=0&edition=prelim>

⁵28 CFR § 35.104

⁶H.R.2670 - National Defense Authorization Act for Fiscal Year 2024. Sec. 715. Expansion of Wounded Warrior Service Dog Program, Amendment to Rules Committee [118-10](#).

FUNDING DETAILS: The WWSDP expects to allot \$14.6 million with total costs not exceeding \$2,000,000 per award. The period of performance is 12 months.

ISSUING ORGANIZATION: The Henry M. Jackson Foundation for the Advancement of Military Medicine (HJF) (<https://www.hjf.org>).

ANNOUNCEMENT TYPE: Subject to available funding, HJF will announce annual competitive discretionary grants for a 12-month period of performance to eligible SDTOs.

FULL APPLICATION SUBMISSION: All components of the applications **must be received by September 3rd, 2026 by 11:59 PM (ET)**. Consideration will only be given to applicants that submit the full application package for this announcement. See detailed submission application instructions in Section IV.

REQUEST AN APPLICATION AND REQUIRED FORMS: Required application forms and any required templates are available in Section IV.

CONTACTS:

General/Application Inquiry Email: wwsdp-armorr-ggg@usuhs.edu

II. KEY DATES

Event	Date
Call for Application Release	August 3rd, 2026
Information Session (virtual) *Questions may be submitted via email to wwsdp-armorr-ggg@usuhs.edu no later than August 10th, 2026, 4:00 PM (ET)	August 12th, 2026, 1:00 PM (ET) Click here to connect Dial In: +1 219-243-0790 PIN: 671 671 155#
Application Submission Deadline	September 3rd, 2026 11:59 PM (ET)
Funding Notification	End of September 2026
Grant period of performance	January 1, 2027 – December, 31st, 2027

III. ELIGIBILITY/REQUIREMENTS**GENERAL REQUIREMENTS:**

In order to be eligible for consideration of an award, successful WWSDP Applicants must:

1. Be a nonprofit organization that is subject to 26 U.S.C. 501(c)(3) of the tax code;
2. Be located in the Continental United States of America (CONUS);
3. Provide essential training and care to canines to become service dogs, and necessary training to SM and veteran recipients. Pass-through entities will not be considered;
4. Agree to financial auditing if selected for funding;
5. Agree to site visit(s). All visits will be scheduled in advance;
6. Assume responsibility for all medical needs of the canines before graduation;
7. Conduct all training and associated services at no cost to the SM or veteran. Services include, but are not limited to canine acquisition, canine training, canine veterinary costs, canine certifications, canine grooming and care, training, and SM or veteran travel and lodging (as reasonable and necessary for the organization's approved training model and budget);
8. Must not target SMs or veterans supported by the WWSDP for donations, loans, or fundraising activities by the SDTOs;
9. Obtain a Unique Entity ID (UEI) via SAM.Gov; and
10. Submit a complete application according to the application guidelines.

CONTRACTUAL REQUIREMENTS:

1. Integrate best practices into the organization's training of service dogs and SMs or veterans with disabilities;
2. Report historic programmatic and outcome data. These data are mandatory reporting requirements and include information such as key facility and training metrics, SMs or veteran demographics, ratio of dogs to trainers, and time to train dog and SMs or veterans, geographic distribution of service dog placement, or role of healthcare providers etc. No data shall include Personally Identifiable Information (PII) or medical information;
3. Evaluate best practices, using tools provided by HJF, as needed;

4. Participate in an annual focus group focused on reaching consensus on best practices related to capacity and capability of raising, training, and furnishing service dogs to covered SMs and veterans. This will likely be located in Bethesda, Maryland;
5. Collaborate with the HJF and USU in providing pertinent feedback and data in a timely fashion in order to perform programmatic assessment.
6. Verify the covered status of SMs and veterans.
7. Verify eligibility of SMs and veterans:
 - **Regular active duty:** must provide an original statement of service signed by, or by direction of, the adjutant, personnel officer, or a commander of their unit or higher headquarters. The statement must include full legal name, social security number, date of entry of current active duty period, and the duration of any time lost.
 - **Selected Reserves or the National Guard:** must include an original statement of service signed by, or by the direction of, the adjutant, personnel officer, or commander of their unit or higher headquarters showing the length of time that they have been a member of the Selected Reserves. At least 6 years of honorable service must be documented.
 - **Veterans discharged from regular active duty** after January 1, 1950: must provide a copy of DD Form 214, Certificate of Release or Discharge From Active Duty with a VA Form 26-1880. Veterans discharged after October 1, 1979, must provide a DD Form 214 copy 4. A Photocopy Of DD214 Will Suffice. Do Not Request An Original Document.
 - **Veterans discharged from the Selected Reserves or the National Guard:** must include copies of adequate documentation of at least 6 years of honorable service. If they were discharged from the Army or Air Force National Guard, they may submit NGB Form 22, Report of Separation and Record of Service, or NGB Form 23, Retirement Points Accounting, or its equivalent. If they were discharged from the Selected Reserve, they may submit a copy of their latest annual points statement and evidence of honorable service. There is no single form used by the Reserves or National Guard similar to the DD Form 214. It is your responsibility to request adequate documentation of at least 6 years of honorable service.

Records and privacy. Organizations are responsible for verifying covered status and eligibility and for retaining the supporting records (including any statement of service, DD Form 214, or similar documentation) securely. Organizations must not submit Personally Identifiable Information (PII) or medical information to HJF or USU. Eligibility documentation is maintained by the organization and produced only if specifically requested by HJF/USU through a secure, HJF/USU-approved process. Consistent with the contractual requirements above, programmatic and outcome data reported under this award must not contain PII or medical information.

SPECIFIC REQUIREMENTS:

The following requirements apply to all canines, SMs/veterans, or teams supported by the WWSDP grant, as appropriate. Organizations must be able to provide documentation to demonstrate compliance. These requirements are defined in full in Appendix B (WWSDP Best Practices). Best practices shown in bold are mandatory and must be implemented for every canine, SM, veteran, and team funded by the grant; all other best practices must be evaluated as described in Appendix B. Organizations must maintain records demonstrating compliance and make them available through required reporting and scheduled site visits. These requirements are not separately scored at the application stage; reviewers assess an applicant's readiness to implement them under the criteria in Section VI.

IV. FULL APPLICATION REQUIREMENTS

The purpose of this application is to be considered for grant selection through the WWSDP, 2027. **Applicants must qualify under the Eligibility/Requirement guidelines (see Section III) to be considered. All applicants must read all instructions carefully before submitting an application.**

This document and its attachments contain all requirements to submit a response to this solicitation. No additional forms, kits, or other materials will be accepted except as referenced herein.

Applications must comply with the content, format, and submission requirements outlined herein. Applicants should consider the evaluation criteria listed in Section VI when developing their applications. Applicants must explain how grant funds will be used to support the mission of the WWSDP and ensure all reported information is consistent across application components.

FORMATTING

- **Document Format:** The Budget Worksheet must be submitted as an XLSX or XML file. All other attachments must be submitted as PDF files.
- **Naming Convention:** Uploaded files should follow the naming convention in the format outlined under Application Requirements below. Replace “ORG SHORTNAME” with your organization's shorthand name, for example “The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc” would be “HJF”.
- **Page Size:** 8.5 inches x 11 inches
- **Font Type:** Times New Roman
- **Font Size:** 11 point or larger
- **Spacing:** Single space
- **Margins:** At least 0.5 inches in all directions
- **Headers and Footers:** Should not be used. Pre-existing headers and footers on required forms are allowed.
- **Page Numbering:** Should not be used.

****Applications missing requirements or incorrect formatting will be returned without review. ****

APPLICATION REQUIREMENTS

Each application submission must consist of the following documents and forms. These documents and forms are hyperlinked and available for download. See instructions for completion of all required items below:

- A. Organization Profile
- B. Letter of Organizational Support
- C. Budget Worksheet
- D. Budget Narrative
- E. Statement of Work (SOW)
- F. HJF Subrecipient Certification Form

A. ORGANIZATION PROFILE

The [Organization Profile](#) must be completed via survey monkey. The PDF version of this form includes instructions for completing all required fields.

- [Organization Profile PDF](#): The PDF version of this form may be used in order to prepare for submission. The PDF will not be accepted in place of completing the online form.
- All subsequent requirements must be uploaded to the organization profile in order for the application to be considered complete.

B. LETTER OF ORGANIZATIONAL SUPPORT (1 page limit): Upload as “ORG SHORTNAME_LOS_2027.pdf”

Applicants are required to submit a letter of organizational support with their application. At minimum, the letter must include:

- **Organization:** Organization letterhead, organization name, organization address, organization website, organization phone number.
- **Justification:**

- a. Briefly describe the history of the organization in 3-4 sentences.
- b. Explain why the organization is applying for the WWSDP grant this year.
- c. Include a brief statement of commitment: A statement from your organization stating, if funded, the organization is fully committed to successfully executing the work outlined in this proposal. You understand the importance of meeting assigned milestones and deliverables as indicated in Appendix A.
- d. Statement of consent:
 - Consent to send one representative to Bethesda, MD to participate in a 2-day focus group during Q4 of the grant period.
 - Consent to in person site visit(s), as needed. The purpose of the site visits is to verify technical merits, aptitude to meet the mission of the WWSDP, and to share best practices. The date of site visits will be announced in advance. In rare cases, a virtual site visit may be conducted.
 - **Authorized Organizational Representative Signature:** (*i.e. organization CEO, President, Founder, Grant Specialist, Program Manager, etc.*)
 - a. Name, title, address, phone number, email, and signature

C. BUDGET WORKSHEET: Upload as “ORG SHORTNAME_BudgetWorksheet_2027.xlsx/xml”

Budgets must be submitted using the [WWSDP Budget Worksheet Template](#). All budgets must be in whole US dollars. Personnel, Travel, and Overall Budget tabs are required. Supplies, Equipment, and Services tabs must be complete if funds are requested for those categories.

Organizations will be funded based on allowable costs, availability of funds, or programmatic needs. Funds should be allocated to support the implementation and evaluation of the best practices. These funds are not expected to underwrite all program costs.

Budget proposals should be reasonable and consider the previous year's median grant amount. The median grant amount awarded in 2025 was \$491,275.22. Unreasonable funding requests will be removed from consideration. The WWSDP is committed to fair and equitable funding opportunities. Organization size is not a guarantee for level of funding.

D. BUDGET NARRATIVE: Upload as “ORG SHORTNAME_BudgetNarrative_2027.pdf”

Budget Narratives must be submitted using the [WWSDP Budget Narrative Template](#) and must align with the requested budget.

The Budget Narrative must be organized in the same order as the expenses on the Budget Worksheet. Tables from the Budget Worksheet must be copied into the Budget Narrative following the outlined format.

E. STATEMENT OF WORK: Upload as “ORG SHORTNAME_SOW_2027.pdf”

The Statement of Work must be submitted using the [SOW Template](#). The document has been prepared as a fillable PDF indicating the required fields to complete. This document outlines the milestones, deliverables, and reporting requirements and schedules for the 2027 WWSDP. No other revisions should be made by the applicant.

By submitting to this funding announcement, applicants agree to complete the milestones and deliverables as outlined in Appendix A.

F. HJF SUBRECIPIENT CERTIFICATION FORM: Upload file as “ORG SHORTNAME_SubCertForm_2027”

The [HJF Subrecipient Certification Form](#) is required for consideration of a subaward issued by HJF. This form should be carefully reviewed, completed, signed, and uploaded as part of the submission package.

Applicants are encouraged to review the HJF Terms & Conditions, attached in Appendix C. These are

intended for inclusion in the award upon selection of funding.

V. SUBMISSION PROCESS

APPLICATION SUBMISSION: Applications **must be complete and received by September 3rd, 2026 by 11:59 PM (ET)**. Successful applications will have uploaded all application requirements to the online Organization Profile. See detailed submission application requirements in Section IV.

VI. APPLICATION REVIEW AND SELECTION PROCESS

Preliminary Screening

The Project Manager (PM) will conduct a preliminary screening of submitted proposals to ensure compliance with the call for grant application requirements. The HJF reserves the right to request additional information or eliminate proposals that do not meet these requirements from further consideration.

Proposal Evaluation

The PM will distribute all proposals that pass the preliminary screening (described above) to the review committee for full evaluation. The review committee will evaluate each proposal against the merit review factors described below and assign numerical ratings to each factor. The objective of a merit review process is to select recipients most likely to be successful in delivering results based on the objectives of the WWSDP. Highly ranked, well-justified projects that address all the requested proposal elements will receive higher ranking scores.

Merit Review Factors

For Previously Funded Organizations:

Previously funded SDTOs that completed the most recently funded WWSDP cycle (CY 2025) in “good standing” will receive an abbreviated administrative and budget review rather than a full programmatic merit review. “Good standing” means the organization completed required milestones and deliverables; submitted required reports and data on time or under an approved extension; used funds appropriately, with no unresolved fiscal or compliance issues; participated in required program activities, as applicable; made good-faith progress toward implementing and evaluating required best practices; and had no material unresolved performance, safety, eligibility, or documentation concerns.

HJF reserves the right to refer a previously funded organization for targeted or full programmatic merit review if the application differs substantially in cost or scope, if there have been material organizational, staffing, facility, or program changes, or if there are unresolved performance, compliance, safety, eligibility, documentation, or budget concerns.

Upon initial review of an application, the HJF Project Manager will notify each organization of which review pathway applies (i.e. abbreviated vs full).

For New Applicants and Applicants Not Eligible for Abbreviated Review:

New applicants, applicants returning after a gap, and previously funded organizations that are not eligible for abbreviated review will receive programmatic merit review against the factors below.

Experience: This factor will evaluate experience and expertise in training and graduating both canines and SMs or veterans. This factor includes a thorough evaluation of **Sections I, II and III** (Organization Description, Experience and Expertise and Organization Resources) in the Organization Profile form.

Feasibility: This factor will evaluate the capacity to meet the mission of the WWSDP as outlined in **Section I** of this document. This factor includes a thorough evaluation of **Sections III, IV, V, VI, and VII** (Organization Resources, Service Dogs, Service Member/ Veteran, Best-Practice Narrative Plan and Risk Assessment) in the Organization Profile form.

Reach and Impact: This factor will evaluate the capacity to furnish service dogs to SMs or veterans. This factor includes a thorough evaluation of **Sections III, IV, and VIII** (Organization Resources, Service Dogs, and Outreach, Engagement Strategies and Partnerships) in the Organization Profile form. Additional considerations include:

- The proposed geographic service area (city, town, county, unincorporated area, or state).
- The proposed population (e.g., hearing impaired, blind, etc.).

Budget: This factor will evaluate the link between the mission of the WWSDP and the proposed budget items. This factor includes a thorough evaluation of the Budget Worksheet and the Budget Narrative.

Proposal Selection

To make a funding recommendation, the review committee will:

1. Review ratings and evaluations of the Merit Review Factors and Rating Assessment
2. After evaluation, one of the following recommendations may apply:
 - a. Recommend the proposal for award
 - b. Reject the proposal
 - c. Recommendation Undetermined: In rare cases, the following recommendation may be provided: "Recommendation Undetermined." This is reserved for situations in which additional information/documentation is needed by the evaluators before finalizing a recommendation to one of those listed above.

Anticipated Announcement and Award Dates

The HJF anticipates notifying awardees no later than the end of September 2026. Unsuccessful applicants will be notified via email after all grant recipients have been confirmed.

The HJF reserves the right to request a revised budget, budget justification and/or additional information for applications recommended for funding.

VII. GRANT CONDITIONS AND ADMINISTRATIVE PROCESS

FUNDING DISTRIBUTION: Grantees will be funded through either a Cost Reimbursable or Fixed Cost method over the specified period of performance.

Cost Reimbursable: Reimbursement for actual, allowable expenses incurred up to an agreed upon limit.

Fixed Cost: Payment of a predetermined, set amount upon the successful completion of specific deliverables or milestones.

REPORTING: Grantees will be responsible for reporting on all technical deliverables and milestones as outlined in Appendix A. The HJF will provide reporting templates.

AGREEMENT TYPE: Grant Agreements (using the HJF Subaward Agreement Template) will be issued in accordance with Uniform Guidance (2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS).

FAQ

General Questions Regarding 2027 WWSDP Funds

Are the requirements and process the same as in previous years?

Some requirements remain the same. Applicants should review the call for grant applications and attachments in their entirety.

With regards to the best practices, are the bolded items required to be implemented for all dogs, all service members, etc.?

Yes, the bolded practices were selected by last award cycle's WWSDP recipients as standard of practice. For this next calendar year, they should be implemented across the organization. Needs associated with this implementation can be incorporated into the application package where appropriate.

What focus group related travel costs should be accounted for in the budget worksheet and narrative?

Account for all travel costs including airfare, lodging, transportation to and from the event location and meal allowance as indicated and in accordance with GSA.gov.

How will funds be dispersed under the agreements with HJF?

Funds will be dispersed on a fixed cost or cost-reimbursable basis. For cost-reimbursable agreements, invoices can be sent to HJF Accounts Payable (AP) on a monthly basis via email and will be paid monthly. For those who qualify for a fixed cost agreement, based on funding amount (see below), we will include an initial milestone for signature of the contract, which will allow the first payment to be initiated at sub-award execution.

What is the threshold for a fixed-cost agreement?

The threshold for fixed-cost agreements is \$500,000

General Application Questions

We plan to utilize services, contract(s), equipment, facilities, and/or leases that are not owned and operated by the organization. How do we indicate this?

These should be clearly distinguished in the budget and budget narrative with a clear explanation of the relationship and service, etc to be utilized.

What if our indirect cost changes?

No additional funds are available to pay for unbudgeted indirect costs.

Is cost sharing an allowable expense?

If cost sharing is used, provide a description.

Can funds from this grant be used for federal employees or active duty service members?

This grant **cannot** be used to pay federal employees and active duty service members in any way, this includes reimbursements for travel or incentive for participation.

How detailed should the Budget Narrative be?

The budget narrative should include all expenses outlined in the budget and justify how it supports the implementation and evaluation of the best practices delineated in **Appendix B**.

APPENDIX A

Wounded Warrior Service Dog Program (WWSDP) Subaward Statement of Work (SOW)

Prime Award PI:	Dr. Paul Pasquina
Subrecipient PI:	
Subaward Title:	Wounded Warrior Service Dog Program (WWSDP) CY 2027
Period of Performance	January 1, 2027 - December 31, 2027

I. **INTRODUCTION/BACKGROUND:**

Dr. Paul Pasquina will utilize the expertise of _____ at _____, hereafter referred to as “Subrecipient”, to meet the objectives identified in the below referenced project. Specifically, Subrecipient will pursue completion of the work outlined below.

The WWSDP’s overarching purpose is to increase capacity and capability of non-profit Service Dog Training Organizations (SDTOs) to raise, train, and furnish service dogs to eligible Service Members (SMs) and veterans.

In furtherance of this objective, the Subrecipient will:

1. Execute a subagreement with The Henry M. Jackson Foundation (HJF)
2. Train service dogs in accordance with applicable best practices and accreditation standards.
3. Furnish service dogs to eligible service members (SMs) and veterans.
4. Implement and provide evidence of implementation for best practices (see Appendix B) by the end of Quarter 1 in collaboration with California State University Long Beach Research Foundation (CSULB RF).
5. Evaluate best practices on an ongoing basis throughout the period of performance in collaboration with CSULB RF.
6. Participate in monthly meetings with CSULB RF to address #4 and #5 above.
7. Participate in quarterly meetings with the HJF Project Manager to monitor progress.
8. Initiate timely communication with the HJF Project Manager between quarterly meetings to provide progress updates and address any potential challenges or delays.
9. Submit quarterly reports to HJF utilizing the provided template per HJF Project Manager guidance.
10. Attend and participate in the Focus Group during Quarter 4 to discuss and vote on best practices.

II. **TECHNICAL REQUIREMENTS:**

The following tasks will be performed by the Subrecipient to meet the objectives listed in the referenced award and HJF’s proposal accepted by the Sponsor.

Task	Timeline
Milestone 1: Contract Execution	Month(s)
Execute subagreement with HJF	1
<i>Milestone Achieved: Fully executed agreement</i>	
Milestone 2: First Quarter Reporting	
Participate in monthly meetings with CSULB RF and complete all associated requirements for guideline validation	1-3
Submit Q1 report to HJF	3
<i>Milestone Achieved: Guideline validation completed with CSULB RF</i>	
<i>Milestone Achieved: Submitted Q1 Report to HJF</i>	

Milestone 3: Second Quarter Reporting	
Participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation	4-6
Submit Q2 report to HJF	6
<i>Milestone Achieved: Evaluation forms submitted (at least one for each best practice) to CSULB RF</i>	
<i>Milestone Achieved: Submitted Q2 Report to HJF</i>	
Milestone 4: Third Quarter Reporting	
Participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation	7-9
Submit Q3 report to HJF	9
<i>Milestone Achieved: Evaluation forms submitted (at least one for each best practice) to CSULB RF</i>	
<i>Milestone Achieved: Submitted Q3 Report to HJF</i>	
Milestone 5: Fourth Quarter Reporting and Project Closure	
Participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation	10-12
Attend and participate in the Focus Group	10
Complete Programmatic Evaluation	
Submit Q4 report to HJF	12
<i>Milestone Achieved: Evaluation forms submitted (at least one for each best practice) to CSULB RF</i>	
<i>Milestone Achieved: A representative of the subrecipient attended and participated in the Focus Group</i>	
<i>Milestone Achieved: Submitted Q4 Report to HJF</i>	

1. Milestone 1: Contract Execution
 - a. The subrecipient will collaborate with HJF to fully execute a subagreement that outlines the CY 2027 WWS DP Period of Performance and Statement of Work.
2. Milestone 2: First Quarter Reporting
 - a. The subrecipient will implement all best practices in Appendix B with at least one dog/pair before the end of Quarter 1 and provide corroborating documentation to CSULB RF.
 - b. The subrecipient will participate in monthly meetings with CSULB RF and complete all associated requirements for guideline implementation.
 - c. The subrecipient will submit Q1 report to HJF.
3. Milestone 3: Second Quarter Reporting
 - a. The subrecipient will submit at least one evaluation for each best practice outlined in Appendix B to CSULB RF. Evaluations will be submitted electronically and the subrecipient's performance will be monitored using an assigned ID.
 - b. The subrecipient will participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation.
 - c. The subrecipient will submit Q2 report to HJF.
4. Milestone 4: Third Quarter Reporting
 - a. The subrecipient will continue to implement and evaluate best practices outlined in Appendix B. The organization will submit at least one evaluation for each best practice outlined in Appendix B to CSULB RF.
 - b. The subrecipient will participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation.
 - c. The organization will submit Q3 report to HJF.

5. Milestone 5: Fourth Quarter Reporting and Project Closure
- The subrecipient will continue to implement and evaluate best practices outlined in Appendix A. The organization will submit at least one evaluation for each best practice outlined in Appendix A to CSULB RF.
 - The subrecipient will participate in monthly meetings with CSULB RF and complete all associated requirements for guideline evaluation.
 - The subrecipient will send one representative to Bethesda, MD to attend and participate in the annual Focus Group to evaluate and vote on best practices.
 - The subrecipient will complete the Programmatic Evaluation via electronic data capture system.
 - The subrecipient will submit a Q4 report to HJF.

III. **DELIVERABLES: [If checked, due at end of agreement unless otherwise noted]**

Project deliverables other than Technical Reports and Financial Reports covered in the reporting template.

- ☒ **Data** - to include data files, computer programs, source codes, and any written documentation.
- ☒ **Training Resources** - training materials used, developed, or maintained under a contract.
- ☒ **Other** – Deliverable Schedule

Quarterly Reports: Reports will follow the Report Template. These reports will detail subrecipient performance, including training and placement volume and population served.

Format: Electronic submission

- Quarter 1 Report: April 1, 2027
- Quarter 2 Report: July 1, 2027
- Quarter 3 Report: October 1, 2027
- Quarter 4 Report: December 15, 2027

IV. **PROVIDED RESOURCES:**

The California State University Long Beach Research Foundation (CSULB RF) will provide real-time collaboration, as well as logistical and subject matter expert support, to the Subrecipient for implementation and evaluation of best practices, to include: leading monthly meetings, facilitating of the annual focus group session, collecting and collating best practice documentation and evaluations, and establishing and maintaining a secure, centralized digital repository to store and manage all supporting documents relevant to best practices evaluation.

V. **ADDITIONAL PLACES OF PERFORMANCE:**

N/A, all activities will be performed at the Subrecipient's site(s).

VI. **MONITORING THE PROGRESS:**

Subrecipient agrees that satisfactory progress on the subaward will be monitored during the life of the agreement as follows:

1. Communication and progress updates between the HJF Project Manager and Subrecipient will occur regularly (quarterly at the least), via teleconference and email correspondence, with the requirement of more frequent meetings as requested by the PI and PM. This includes any formally scheduled meetings to monitor progress, discuss information in interim reports, and agree to any changes to the statement of work that will be submitted as a modification to the subaward.
2. HJF Project Manager will review all technical reports for concurrence with the statement of work.
3. HJF Project Manager will review the Subrecipient's risk mitigation plan, as needed, with the Subrecipient to ensure the work is on track and minimize the impact of potential challenges or delays.
4. HJF Project Manager may request to review financial and operational performance details from Subrecipient at any point during the period of performance.
5. The HJF Principal Investigator or Project Manager may conduct site visits at any point during the period of performance. The purpose of these visits may include inspecting the premises, assessing the subrecipient's capacity and capabilities, assessing and mitigating risks, and/or any other reason.

VII. **BUDGET AND BUDGET JUSTIFICATION:**
Attached.

APPENDIX B

WOUNDED WARRIOR SERVICE DOG PROGRAM

SUMMARY OF BEST PRACTICES

1. GENERAL REQUIREMENT

All awardees of the Wounded Warrior Service Dog Program (WWSDP) must be able to implement, test, and evaluate the best practices set forth in this document. This requirement applies to Service Members (SM), veterans, and dogs regardless of disability, breed, age, size, or sex. Implementation of these best practices must be supported by documents or records and canine records must include signalment (name, breed or cross, age, sex, microchip #, and coat color). This requirement does not prescribe the number of canines, humans, or teams that must be tested and evaluated. These numbers depend on the best practice, the capacity of the organization, and the need to conduct additional evidence-based evaluations, as appropriate. **Best practices in bold are grant requirements and must be implemented on all canines, SMs, veterans, or teams funded by the WWSDP grant.**

Note. This benchmark was developed using existing industry best practices and with the direct input of ADI, AKC, ASDP, IGDF, managers, trainers, SMs and veterans, and veterinarians.

2. ASSESSMENT AND SELECTION

To be eligible for consideration, humans and canines must demonstrate basic aptitude, including, but not restricted to

2.1. SMs and veterans must submit the following records prior to acceptance into the program (failure to provide records or to meet eligibility criteria is disqualifying):

2.1.1. Official disability diagnosis or rating as vetted by organization;

2.1.2. Healthcare provider affirmation that the SM or veteran is capable of caring for a dog and participating in handler training, including required travel if appropriate, as disclosed by the organization.

2.1.3. SM or veteran affirmation of adequate financial resource to care for a dog, as disclosed by the organization. For a breakdown of expenses example, visit: <https://www.akc.org/expert-advice/lifestyle/know-true-cost-owning-dog/>

2.1.4. Proof that SM or veteran has residency that will permit completion of training, as vetted by organization;

2.1.5. Affirmation statement from other adult household members to have a dog, if applicable;

2.1.6. SM or veteran consent to undergo a national criminal background check; and

2.1.7. SM or veteran affirmation that past convictions of any of the following crimes will make an individual unsuitable for a service dog: Animal abuse, child abuse, domestic abuse, sexual abuse, and violent crimes.

2.1.8. Organizations must conduct a criminal background check, per internal standard operating procedures. Organizations should consult the criminal background check laws for adoption and foster care, by state (see <https://adoptionnetwork.com/adoption-laws-by-state/criminal-background-checks/>).

2.2. For nonbreeding dogs, hip and elbow radiographs with proper positioning (per OFA or Penn Hip) must be performed by a licensed veterinarian to document lack of evidence of dysplasia.

2.3. To be eligible for consideration, canines must have a documented physical examination by a licensed veterinarian prior to graduation. Any abnormal finding must be discussed to determine likely impact on performance of desired task(s). Documentation must include the examining veterinarian, date, and, if applicable, clinic. At minimum, the exam must include:

2.3.1. Oral cavity and dentition;

2.3.2. Eyes;

2.3.3. Cardiovascular;

2.3.4. Respiratory;

2.3.5. Gastrointestinal;

2.3.6. Ears, skin, coat;

2.3.7. Musculoskeletal;

2.3.8. Urinary;

2.3.9. Reproductive;

2.3.10. Neurological; and

2.3.11. Lymph nodes.

2.4. To be eligible for consideration, all canines must have the following required documentation, as specified by a local licensed veterinarian prior to graduation. Records must include canine name and microchip number, veterinarian, date, and if applicable clinic.

2.4.1. Parasite prevention/control treatments. Records must include medication, dosage, and date of administration;

2.4.2. Laboratory tests with negative results on the vector-borne disease panel and fecal exam, as well as normal-range CBC with Chemistry Panel and complete urine analyses; and

2.4.3. Vaccination history including vaccine type and dates administered.

2.5. All canines must have proof of spay or neuter surgery (with the exception of breeders) prior to graduation.

2.6. All canines must graduate prior to reaching 1/3 of their working life expectancy when matched for the first time, unless the SM has a prior relationship with the dog, in which case appropriate age determination may be made on a case-by-case basis.

2.7. Conduct interview(s) with SM or veteran, prior to acceptance into the program, to assess desired SM or veteran objectives and suitability of service dogs. Interviews should include, at minimum, lifestyle habits, physical traits, and personality characteristics.

2.8. Develop an Action Plan with SM or veteran prior to matching or prior to training if own dog is used. Each Action Plan must—

2.8.1. be SM- or veteran-specific;

2.8.2. be developed in a collaborative fashion with the SM or veteran;

2.8.3. identify at least one outcome objective that mitigates an impairment per SM or veteran. The objective must be a verb, representing an action that improves participation in a life activity;

2.8.4. focus on the SM or veteran, not the canine (canine tasks are merely a means to an end). For example, interruption is not an appropriate outcome objective because it does not represent an action by the SM or veteran. On the other hand, going out to the mall, twice per month, is an appropriate objective;

2.8.5. be limited to observable objectives (e.g., going to the mall, as opposed to feeling comfortable going to the mall);

2.8.6. include quantifiable performance-based objectives. For infrequent objectives (e.g., going out to a movie, walking around the block, doing laundry), use discrete behaviors (e.g., once per day/week/month). For frequent objectives (e.g., retrieving a dropped item, opening a drawer), use fluency (e.g., use of appropriate cues to retrieve a dropped item 9 of 10 items on first cue/command per hour/day/week, etc.);

2.8.7. specify objective methods to record behaviors (e.g., photo, video), with consent of SM or veteran;

2.8.8. be modified or revised if the needs/wishes of the SM or veteran change, as practicable; and

2.8.9. continue until performance criteria has been met for each objective.

3. CANINE CARE

3.1. Maintain records of adequate grooming practices, until graduation, and consult a veterinarian if an abnormality is noted. Adequate practices should be defined in internal standard operating procedures based on discussions with licensed veterinarian, but must include, at minimum:

3.1.1. Bathing (depending on coat type, health, and lifestyle);

3.1.2. Brushing coat and providing dematting and deshedding treatments;

3.1.3. Eye checking;

3.1.4. Ear checking;

3.1.5. Nail trimming;

3.1.6. Hair trimming; and

3.1.7. Teeth, gums, and mouth checking.

3.2. Consult a licensed veterinarian for any abnormality noted, such as foul odor, discharges, scooting, excessive scratching or licking.

3.3. Maintain canines on anti-parasitic medication, per local licensed veterinarian, and document medication, dosage, date of administration, prescribing veterinarian, and clinic.

3.4. Microchip the canine with an ISO-standard chip and enroll canine in microchip registry. If history is unknown, scan canine with a universal scanner for identification.

3.5. Ensure adequate water provisions and maintain adequate documentation, as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(d\)\(f\)](#); [9 CFR 3.6\(a\)\(2\)\(viii\)](#); [9 CFR 3.10](#); [9 CFR 3.11\(a\)\(b\)](#); [9 CFR 3.17](#)), prior to graduation.

3.6. Ensure adequate food provisions and maintain adequate documentation, as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(e\)\(f\)](#); [9 CFR 3.6\(a\)\(2\)\(viii\)](#); [9 CFR 3.9](#); [9 CFR 3.11\(a\)\(b\)](#); [9 CFR 3.17](#)), prior to graduation.

3.7. Keep canine records (electronic or on paper) in separate distinct categories (e.g., medical, training, husbandry) for ready access, prior to graduation.

4. FACILITIES AND PRIMARY ENCLOSURES

This section prescribes minimum best practices for structures that restrict the canine to a limited amount of space (e.g., facility, home, prison), as appropriate.

4.1. Meet minimum kennel physical dimensions requirements per [9 CFR 3.6\(c\)](#), if appropriate.

4.2. Provide canines with a safe indoor and outdoor environment, based on internal standard operating procedures (consult [9 CFR 3.1\(a\)\(b\)\(c\)](#); [9 CFR 3.2\(d\)](#); [9 CFR 3.3\(d\)\(e\)](#); [9 CFR 3.4](#); [9 CFR 3.6\(a\)](#); [9 CFR 3.19\(e\)](#), as appropriate).

4.3. Ensure adequate temperature and humidity parameters and maintain adequate documentation as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(d\)](#); [9 CFR 3.2\(a\)\(b\)](#); [9 CFR 3.3\(a\)\(b\)](#); [9 CFR 3.4\(c\)](#); [9 CFR 3.19\(d\)](#), as appropriate).

4.4. Ensure adequate ventilation parameters and maintain adequate documentation as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(d\)](#); [9 CFR 3.2\(b\)](#); [9 CFR 3.3\(b\)](#); [9 CFR 3.15\(c\)](#); [9 CFR 3.19\(c\)](#), as appropriate).

4.5. Ensure adequate lighting parameters and maintain adequate documentation as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(d\)](#); [9 CFR 3.2\(c\)](#); [9 CFR 3.3\(c\)](#), as appropriate).

4.6. Ensure adequate sanitation parameters and maintain adequate documentation as deemed relevant by internal standard operating procedures (consult [9 CFR 3.1\(c\)](#); [9 CFR 3.6\(a\)\(2\)\(ix\)](#); [9 CFR 3.9\(b\)](#); [9 CFR 3.10\(c\)](#); [CFR § 3.11](#); [9 CFR 3.19\(b\)](#), as appropriate).

4.7. Ensure adequate compatible grouping as deemed relevant by internal standard operating procedures (consult [9 CFR 3.6\(c\)\(2\)](#); [9 CFR 3.7](#), as appropriate).

4.8. Ensure adequate safe and healthy facility work environment, as deemed relevant by internal standard operating procedures. Organizations may schedule a free Occupational Safety and Health Administration (OSHA) [consultation](#) to identify and address minimum local and state requirements.

5. TESTS, INSPECTIONS, AND CERTIFICATIONS

5.1. Train canines to pass obedience and public access tests.

5.2. All SMs and veterans must pass an obedience and a public access test prior to graduation, even if the service dog is already proficient.

5.3. Organizations must use external published tests (e.g., AKC CGC, NAPCH Obedience Test, ADI PAT, AKC CGCU, PSDP PAT) in addition to any “in-house” testing, if applicable.

5.4. Test-specific policies and procedures must be adhered to.

5.5. Tests must be administered, graded, and certified by test-specific evaluators (e.g., AKC evaluator, ADI-accredited organization), as applicable.

5.6. If specific evaluators are not required (e.g., PSDP PAT), organizations must use external certified trainers -- (e.g., CCPDT).

5.7. At graduation, SMs or veterans must be provided with pertinent records to share with their veterinarian and any future trainers. This packet must include, at minimum, training milestones and certificates for both human and canine, as well as canine medical records, temperament, and care.

5.8. Conduct a routine local veterinarian health screening at least annually until graduation. The screening must include, at minimum, internal and external parasites, and physical exams, per local licensed veterinarian. All canines must remain free of medical conditions that could impact their working life prior to graduation.

5.9. Conduct at least one in-person home inspection prior to sending a dog home with a SM or veteran. Virtual inspections are authorized for non-local SMs or veterans. The purpose of this inspection is to:

5.9.1. Assess suitability of indoors and outdoors environment, based on internal standard operating procedures;

5.9.2. “Canine-proof” the household for safety, based on internal standard operating procedures. Any remedial action must be recorded and addressed prior to sending a dog home with a SM or veteran;

5.9.3. Evaluate the household for dog compatibility (e.g., family members, lodgers, children, elderly);

5.9.4. Identify and evaluate pets in the household for dog compatibility; and

5.9.5. Identify and evaluate physical environment related to impairment (e.g., staircase gradient, drawer dimensions, switches [toggle, rocker, slider, push-button], distance and transportation options to mall), as appropriate.

5.10. Conduct at least one home inspection between 3 and 12 months after graduation to assess changes in living conditions. Virtual inspections are authorized for non-local SMs or veterans. Note. This best practice only applies to Recipients that received a WWSDP grant since 2023.

5.11. If a child in the home is less than 10 years of age, conduct a home inspection within 30 days after sending a dog home with a SM or veteran, and an additional home inspection between 3 and 12 months after graduation. Inspector must look for indicators of canine stress when child is present and instruct family how to monitor canine behavior. Virtual inspections are authorized for non-local SMs or veterans.

5.12. Require any staff recognized as trainers to hold any dog training industry-recognized training certificate (e.g., ABC, CCPDT, NADOI, IACP). Note. This best practice only applies to Recipients that received a WWSDP grant since 2023.

5.13. Require trainers to complete continuing education credits or annual refreshers.

5.14. Require SM or veterans to complete continuing education credits, or annual refreshers, to maintain and improve knowledge, skills, and abilities. Note. This best practice only applies to Recipients that received a WWSDP grant since 2023.

5.15. Require SMs or veterans to participate in annual public access test recertifications. Note. This best practice only applies to Recipients that received a WWSDP grant since 2023.

5.16. Develop, or use existing, empirical tests and performance criteria to verify that SM, veteran, and canine accomplish learning objectives and tasks, as appropriate. These tests must be developed prior to training. For example, what is the empirical evidence that the canine can reliably turn a light switch on/off or that the SM or veteran mastered the legal aspects of service dogs?

5.17. Require SM or veteran to establish primary care veterinarian within 3 months of graduation. SM or veteran must provide a veterinarian report.

6. TRAINING

6.1. Identify a canine caregiver, prior to matching, who is proficient in basic dog care to support the SM, veteran, and organization per internal standard operating procedures.

6.2. Provide continuing education, learning opportunities, and refresher training for SMs, veterans, and trainers, per internal standard operating procedures.

6.3. Keep records of canine socialization, per internal standard operating procedures. At minimum, record type of socialization and outcome to:

6.3.1. Adults;

6.3.2. Children;

6.3.3. Other animals;

6.3.4. Sounds;

6.3.5. Variety of environments; and

6.3.6. Grooming (e.g., teeth brushing), routine care, and veterinary visits.

6.4. Train canine and the SM or veteran to pass an obedience certification test.

6.5. Train canine and SM or veteran to pass a public access test.

6.6. Require SMs and veterans to successfully complete a classroom phase (see Enclosure). This preliminary phase permits a more accurate evaluation of training commitment and aptitude. This phase must be offered prior to matching, unless SMs or veterans use their own dog.

6.7. Require practical application of skills and behaviors in public, in addition to any simulated environment, per internal standard operating procedures.

6.8. Train SM or veteran on Action Plan outcome objectives until performance criteria are met (see section 2.8). Note. A new Action Plan must be developed for each new learning objective.

6.9. Train canine on tasks that enable SM or veteran Action Plan outcome objectives until performance criteria are met:

6.9.1. Identify canine tasks that enable SM or veteran objectives. Internal documentation must connect dog tasks with SM or veteran objectives. List task(s) specific for each objective. Example of specific tasks for going out to the mall may include: assist with position changes, provide momentum up hill, carry grocery bag, retrieve dropped items, retrieve item from shelf, find car, and unload grocery items;

6.9.2. Include quantifiable performance-based criteria for each specific canine task (e.g., canine reliability performs task at least 90% of time);

6.9.3. Record the performance criteria for each task in Internal training logs; and

6.9.4. Record the date in which each performance criteria were met in internal training logs.

6.10. Train canine to perform tasks in a nonintrusive, or damaging, manner to people, other animals, and the physical environment. For example, the dog should not scratch a wall surface in an attempt to turn a light switch on or off.

6.11. Adult household members must be provided with dog bite prevention, per internal standard operating procedures before sending a dog home with a SM or veteran.

6.12. Develop a training course syllabus for SMs or veterans (see Enclosure for template). At minimum, the syllabus must include:

6.12.1. Required reading material;

6.12.2. Course content;

6.12.3. Outcome objectives and performance criteria;

6.12.4. Average minimum amount of independent, out-of-class, learning expected per week;

6.12.5. Learning Objectives;

6.12.6. Grading;

6.12.7. Important contacts; and

6.12.8. Aftercare and follow-up.

Note. The syllabus describes the curriculum for all students, it is not specific to the needs of a particular SM or veteran. The specific needs of the SM or veteran are addressed in the individualized Action Plan.

See Enclosure Next Page

Enclosure – Syllabus Template

[LOGO]

[NAME OF ORGANIZATION]
Veteran Service Dog Training Syllabus

Point of Contact

[Name, Title]

[Telephone]

[Email]

Required Text

(List required text)

Course Content

(List training modules. When listing modules think of chapters in a textbook. Each chapter includes multiple topics, but there is no need to mention them here. For example, reinforcement, clicker training, shaping, etc. are all subtopics under “principles of learning.”)

Example: Assistance dogs laws, canine health, canine grooming, canine body language, bite prevention awareness training, handler voice and body language, canine Cardiopulmonary resuscitation (CPR), canine good manners and obedience, accessing public spaces.

Outcome Objectives and Performance Criteria

(Do not edit this text)

Students, and dogs, will learn a lot during our program. Dogs will graduate with obedience and public access certifications. Students will graduate with a [name of organization] dog handler certificate. However, the ultimate purpose of our training program is to help students gain independence by meeting personalized outcome objectives (e.g., pick up dropped items, visit the mall, etc.). Once students demonstrate proficiency in executing commands to meet their outcome objectives, the student and dog (the Team) will earn the coveted [name of organization] certification. Our program is student-centered, so students select their attainable outcome objectives. Here is an example:

Objective: Pick up dropped items.

Performance criteria: Execute appropriate commands to retrieve dropped items (keys, pen, phone) at least 9 out of 10 times (90%) in 10 non-consecutive sessions. The trials must be conducted with distractions (e.g., busy street corner).

Note. Students may graduate, but not certify, until the performance criteria for each objective has been met.

Average minimum amount of independent, out-of-class, learning expected per week

(Specify the in-class and out-of-class time requirement. Include a table summary of training phases, duration, and pass/fail requirement for each phase)

Example: During this 15-day class students are expected to spend a minimum of 120 hours in the classroom and 32 hours outside the classroom (independent learning)

Phase	Duration	Instruction	Performance Criteria
Classroom	2 Days (16 hours)	Knowledge modules	6 multiple-choice tests (70%)
Basic	4 Days (32 hours)	Socialization/Obedience	American Kennel Club (AKC) Canine Good Citizen (CGC) test
Intermediate	6 Days (48 hours)	Public access	Cardiopulmonary resuscitation (CPR) test,
			Assistance Dogs International (ADI) Public Access Test (PAT)

Advanced	3 Days (24 hours)	Outcome objective(s)	Skills Test (to criteria)
Total	15 days (120 hours)		

Learning Objectives

(Specify the intended outcome for each learning module. Note. Items in this section must mirror items in the Course Content (i.e., first content chapter will be the first learning objectives, second chapter will be the second and so on). Start each bullet with a measurable verb and use the highest verb (e.g., use demonstrate instead of discuss).

Examples of measurable verbs may be found here:

<https://www.utica.edu/academic/Assessment/new/Blooms%20Taxonomy%20-%20Best.pdf>

Example: At the end of this two-week training program, students will be able to:

- List laws pertaining to service dogs
- Describe and demonstrate appropriate canine health and care
- Interpret canine body language
- List canine behaviors and body language that predict dog bites
- Demonstrate effective voice and body language commands and cues
- Perform canine CPR
- Discuss canine good manners and obedience
- Demonstrate proficiency in accessing public spaces principles and commands
- Demonstrate proficiency in executing commands to meet outcome objectives

Grading

(Specify all the tests the SM or veteran is required to pass)

Example: Grading is based on passing 6 multiple-choice tests (70% or more), canine CPR test, AKC CGC test, ADI PAT, and performance to criteria skills test.

Important Contacts

(Specify afterhours, dog care, veterinarian, veterinary clinic, or emergency contracts)

Aftercare and Follow-Up

(Specify SM or veteran requirements post-graduation. Be sure to include all aftercare best practices)

Example: After graduation, students must agree to:

- Recertify the ADI PAT annually
- Complete 10 hours of annual continuing education units
- *(be sure to include all aftercare best practices)*

APPENDIX C

Attachment Additional PTE Terms and Conditions

- 1. Dispute Resolution.** In the event any controversy, claim, dispute, difference, or misunderstanding arises out of or relates to this Subaward (a "Dispute"), the Subrecipient and the PTE will attempt in good faith to amicably resolve such Dispute. If the parties are unable to resolve the Dispute within sixty days, each party will prepare a written position statement summarizing the unresolved issues and such party's proposed resolution. These position statements will be delivered to the designated senior officers of each party, who will then attempt to resolve the Dispute. If after thirty days following the submission of such position statements the parties continue to be unable to resolve the Dispute, either party may commence an action in a court of competent jurisdiction. Subrecipient agrees that the Maryland courts sitting in Montgomery County, Maryland and the appropriate appellate courts therefrom shall have jurisdiction to resolve Disputes.
- 2. Governing Law.** This Subaward shall be governed by the laws of the State of Maryland, United States of America, exclusive of the choice of laws rules thereof, but giving due regard to U.S. Federal laws and regulations governing the interpretation of Federal grants and contracts.
- 3. Insurance.** All work to be performed under this Subaward will be performed entirely at the Subrecipient's risk. In addition to any insurance coverages expressly required under this Subaward, the Subrecipient shall secure and maintain in full force and effect during the term of this Subaward (and following termination to cover any claims arising from this Subaward) commercially reasonable insurance coverages (or self-insurance retention) in such amounts and subject to such limitations as appropriate for the work performed hereunder. Such insurance policies shall name the PTE as an additional insured with respect to work performed under this Subaward. It should be expressly understood, however, that the coverages required under this section shall not in any way limit the liability of Subrecipient. Subrecipient agrees to furnish evidence of Subrecipient's insurance coverages at the PTE's request.
- 4. Limitation of Liability.** IN NO EVENT WILL THE PTE BE LIABLE FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATING TO THIS SUBAWARD EVEN IF PTE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 5. Indemnification.** Subrecipient agrees to indemnify, defend, and hold the PTE, its officers, directors, employees, and agents harmless from and against any and all losses, liabilities, demands, suits, judgments, claims, and expenses (including, without limitation, personal injuries, property damage, and reasonable attorney's fees), to the extent that such losses, liabilities, demands, suits, judgments, claims, and expenses arise out of or result from the negligent or intentional acts or omissions of Subrecipient, or of its officers, directors, employees or agents, in performing its obligations under this Subaward.
- 6. U.S. Government Personnel.** PTE and U.S. Government personnel are engaged in active collaboration for the medical research program funded by the Federal Award. For the avoidance of doubt, it is understood and agreed by Subrecipient that U.S. Government personnel are not employees, agents, or representatives of the PTE and shall have no authority to legally bind PTE for any purpose.
- 7. Publications.** It is understood that the research to be performed under the Subaward statement of work is part of a collaborative research project with other institutions and that Subrecipient's Project Director will be free to publish the results of his or her part of the research in collaboration with other investigators at other sites in this study. The Subrecipient agrees to submit a copy of any manuscript and/or abstract to the PTE Administrative Contact for review and comment thirty (30) days prior to its submission for publication. Subrecipient agrees to give the review comments serious consideration prior to publishing. In the event the PTE notifies Subrecipient that it intends to seek patent protection for material contained in a proposed publication, the time

within which PTE shall provide Subrecipient its revisions and/or deletions to a proposed publication shall be extended by an additional ninety (90) days.

In all publications, Subrecipient shall acknowledge the support of the Awarding Agency, in accordance with the terms of the Federal Award, and the PTE's direction, as appropriate.

8. **Confidentiality.** In the performance of this Subaward, both parties may find it necessary to disclose information that the disclosing party deems to be proprietary and confidential ("Confidential Information"). All such information shall be reduced to writing and marked "Confidential" and, if disclosed orally, shall be reduced to writing and marked "Confidential" within thirty (30) days of disclosure. For purposes of this clause, "reduced to writing" includes documentary (paper) and machine readable (electronic) formats. Except as otherwise provided in this Subaward, for a period of five (5) years after the date of such disclosure, the receiving party shall maintain the confidentiality of such Confidential Information and shall use it solely for the purposes of this Subaward. The receiving party shall use the same degree of care as it uses to protect its own confidential and proprietary information of a similar nature, but no less than a reasonable degree of care.

The following types of information shall not be considered Confidential Information:

- A. Information which is or becomes publicly known through no fault of the receiving party;
- B. Information learned from a third party entitled to disclose it;
- C. Information already known to or at any time developed by a party independent of any disclosure by the other party; or
- D. Information a party is obligated to produce or disclose pursuant to an order of a court of competent jurisdiction or a facially valid administrative, Congressional, or other subpoena, provided that the party is subject to the order or the subpoena.

The limitations on disclosure and use of Confidential Information shall survive the expiration or termination of this Subaward.

9. **HIPAA Privacy.** Subrecipient shall comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") any applicable regulations such as DoD 6025.18-R and DoD 8580.02-R, as amended, and with the following provisions applicable to the disclosure of Protected Health Information to the Subrecipient under this Subaward. **Data and security breaches need to be reported to HJF HIPAA Privacy Officer within 24 hours at 240-694-2067 or mspevak@hjff.org.**

A. It is likely that the source of the Protected Health Information disclosed to Subrecipient will be the U.S. Government. (In the event that the source of, or the entity responsible for the protection of, Protected Health Information is the PTE, the following provision is amended by substituting the word "PTE" for the word "Government.")

(i) Definitions. As used in this clause:

"Government" means the United States Government.

"Individual" has the same meaning as the term "individual" in 45 CFR 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).

"Electronic Protected Health Information" has the same meaning as the term "protected health information" in 45 CFR 160.103,

"Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and E.

“Protected Health Information” has the same meaning as the term “protected health information” in 45 CFR 160.103, limited to the information created or received by the Subrecipient from or on behalf of the Government.

“Required by Law” has the same meaning as the term “required by law” in 45 CFR 164.103.

“Secretary” means the Secretary of the Department of Health and Human Services or his/her designee.

“Security Rule” means the Health Insurance Reform: Security Standards at 45 CFR part 160, 162, and part 164, subpart C.

Terms used in this provision, but not otherwise defined in this Subaward, shall have the same meaning as those terms in 45 CFR 160.103, 160.502, 164.103, 164.304 and 164.501.

(ii) The Subrecipient agrees not to use or further disclose Protected Health Information other than as permitted or required by the Subaward or as Required by Law.

(iii) The Subrecipient agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Subaward.

(iv) The Subrecipient agrees to use administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits in the execution of this Subaward.

(v) The Subrecipient agrees to mitigate, to the extent practicable, any harmful effect that is known to the Subrecipient of a use or disclosure of Protected Health Information by the Subrecipient in violation of the requirements of this Subaward. If applicable, these mitigation actions will include as a minimum those listed in the TMA Breach Notification Standard Operating Procedure (SOP), which is available at: <https://www.health.mil/Military-Health-Topics/Privacy-and-Civil-Liberties/Breaches-of-PHI-and-PHI>

(vi) The Subrecipient agrees to report to the Government any security incident involving protected health information of which it becomes aware.

(vii) The Subrecipient agrees to report to the Government any use or disclosure of the Protected Health Information not provided for by this Subaward.

(viii) The Subrecipient agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by the Subrecipient on behalf of the Government, agrees to the same restrictions and conditions that apply through this Subaward to the Subrecipient with respect to such information.

(ix) The Subrecipient agrees to ensure that any agent, including a subcontractor, to whom it provides electronic Protected Health Information, agrees to implement reasonable and appropriate safeguards to protect it.

(x) To the extent applicable, the Subrecipient agrees to provide access, at the request of the Government and in the time and manner designated by the Government, to Protected Health Information in a Designated Record Set, to the Government or, as directed by the Government, to an Individual in order to meet the requirements under 45 CFR 164.524.

(xi) To the extent applicable, the Subrecipient agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the Government directs or

agrees to pursuant to 45 CFR 164.526 at the request of the Government or an Individual, and in the time and manner designated by the Government.

(xii) The Subrecipient agrees to make its internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by the Subrecipient on behalf of the Government, available to the Government, or at the request of the Government to the Secretary, in a time and manner reasonably designated by the Government or the Secretary, for purposes of the Secretary determining the Government's compliance with the Privacy Rule.

(xiii) The Subrecipient agrees to document any such disclosures of Protected Health Information and information related to such disclosures as would be required for the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

(xiv) The Subrecipient agrees to provide to the Government or an Individual, in the time and manner designated by the Government, information collected in accordance with this Subaward, to permit the Government to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

B. General Use and Disclosure Provisions

Except as otherwise limited in this Subaward, the Subrecipient may use or disclose Protected Health Information on behalf of, or to provide services to, the PTE and the Government for the purposes set forth in the statement of work, if such use of Protected Health Information would not violate the HIPAA Privacy Rule, the HIPAA Security Rule, or DoD 6025.18-R or DoD 8580.02-R if done by the Government.

C. Specific Use and Disclosure Provisions

(i) Except as otherwise limited in this Subaward, the Subrecipient may use Protected Health Information for the proper management and administration of the Subrecipient or to carry out the legal responsibilities of the Subrecipient.

(ii) Except as otherwise limited in this Subaward, the Subrecipient may disclose Protected Health Information for the proper management and administration of the Subrecipient or to carry out the legal responsibilities of the Subrecipient, provided that disclosures are required by law, or the Subrecipient obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies the Subrecipient of any instances of which it is aware in which the confidentiality of the information has been breached.

(iii) Except as otherwise limited in this Subaward, the Subrecipient may use Protected Health Information to provide Data Aggregation services to the Government as permitted by 45 CFR 164.504(e)(2)(i)(B).

(iv) Subrecipient may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j)(1).

D. Provisions to Inform the Subrecipient of Privacy Practices and Restrictions

(i) Upon request the Government shall provide the Subrecipient with the notice of privacy practices that the Government produces in accordance with 45 CFR 164.520, as well as any changes to such notice.

(ii) The Government may provide the Subrecipient with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect the Subrecipient's permitted or required uses and disclosures.

(iii) The Government may notify the Subrecipient of any restriction to the use or disclosure of Protected Health Information that the Government has agreed to in accordance with 45 CFR 164.522.

E. Permissible Requests of the Subrecipient

The Government shall not request the Subrecipient to use or disclose Protected Health Information in any manner that would not be permissible under the HIPAA Privacy Rule, the HIPAA Security Rule, or any applicable Government regulations (including without limitation, DoD 6025.18-R and DoD 8580.02-R) if done by the Government, except for providing Data Aggregation services to the Government and for management and administrative activities of the Subrecipient as otherwise permitted by this clause.

F. Termination

(i) Termination. A breach by the Subrecipient of this clause may subject the Subrecipient to termination of this Subaward.

(ii) Effect of Termination.

- (a) If this Subaward has any records management requirements, the records subject to this clause should be handled in accordance with the records management requirements. If this Subaward does not contain any records management requirements, the records should be handled in accordance with paragraphs (b) and (c) below
- (b) If this Subaward does not have records management requirements, except as provided in paragraph (c) of this section, upon termination of this Subaward, for any reason, the Subrecipient shall return or destroy all Protected Health Information received from the Government, or created or received by the Subrecipient on behalf of the Government. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of the Subrecipient. The Subrecipient shall retain no copies of the Protected Health Information.
- (c) If this Subaward does not have records management provisions and the Subrecipient determines that returning or destroying the Protected Health Information is infeasible, the Subrecipient shall provide to the Government notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Government and the Subrecipient that return or destruction of Protected Health Information is infeasible, the Subrecipient shall extend the protections of this Subaward to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as the Subrecipient maintains such Protected Health Information.

G. Miscellaneous

(i) Regulatory References. A reference in this clause to a section in the Privacy Rule, the Security Rule, DoD 6025.18-R, or DoD 8580.02-R means the section as in effect or as amended, and for which compliance is required.

(ii) Survival. The respective rights and obligations of Subrecipient under the "Effect of Termination" provision of this clause shall survive the termination of this Subaward.

(iii) Interpretation. Any ambiguity in this clause shall be resolved in favor of a meaning that permits the Government to comply with the Privacy Rule, the Security Rule, DoD 6025.18-R, and DoD 8580.02-R, as applicable.

10. Regulatory Secondary Review Requirement.

Subrecipient shall not conduct ANY research under this Subaward involving human subjects, human anatomical substances, or laboratory animals unless and until the Subrecipient has received written approval from the PTE's OFFICE OF REGULATORY AFFAIRS & RESEARCH COMPLIANCE to begin such research.

DOD-FUNDED RESEARCH REQUIRES SECONDARY REVIEW AND APPROVAL BY THE FUNDING AGENCY'S RESPECTIVE REVIEW BOARD OFFICE IN ADDITION TO INSTITUTIONAL REVIEW BOARD APPROVAL AND INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE APPROVALS.

Written approval will be issued to Subrecipient and Subrecipient's Principal Investigator by separate letter from the PTE, if applicable. Failure to comply with this provision may result in the withholding of funds or termination of the Subaward.

11. Survival. The terms and conditions specified under this Attachment 5 shall survive the expiration or termination of this Subaward. In addition, all other Subaward terms and conditions that by their nature are intended to extend beyond the expiration or termination of this Subaward, shall also survive the expiration or termination of this Subaward.

12. Export Control. Subrecipient understands and acknowledges that the PTE is subject to various national security and export control laws and regulations including, but not limited to, the Traffic in Arms Regulations and the Export Administration Regulations that prohibit or restrict the export or diversion of certain controlled information and materials. Thus, in the performance of this Subaward, the Subrecipient agrees that it will comply with all applicable U.S. laws, regulations, Executive Orders and U.S. Department of Defense policies concerning the use, handling, and dissemination of controlled information and materials. Nothing in this Subaward shall be construed to permit any dissemination of controlled information or materials in violation thereof.

13. Equal Opportunity

Subrecipient agrees that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

14. General Data Protection Regulation (GDPR).

RESERVED

15. Information Technology Compliance. Subrecipient shall implement and maintain an adequate level of security to protect the confidentiality, integrity, and availability of HJF Confidential

Information (as defined in the 'Confidential Information' clause above) or other information of any nature whatsoever provided by, or related to, HJF or HJF's customers or other data subjects that is protected by applicable state, federal, or foreign data security and privacy laws and regulations (collectively, "HJF Protected Information"). This includes implementing appropriate administrative, technical, and physical safeguards to prevent unauthorized access, loss, disclosure, or misuse of HJF Protected Information.

Subrecipient shall remain responsible for ensuring compliance with applicable security and data protection obligations. Subrecipient is responsible for ensuring that its employees, subcontractors, and any third parties with access to HJF Protected Information comply with these security obligations.

In the event of an actual or reasonably suspected security incident or data breach that may impact shared data, Subrecipient shall notify HJF promptly (and in any event within any notice period as required by applicable laws or regulations) and take necessary steps to contain, remediate and report the incident. Subrecipient shall cooperate in any investigation or response efforts as reasonably requested by HJF.

16. Material Transfer. (If applicable – 'RESERVE' If NOT applicable)**

- (a) In connection with the activities contemplated under this Subaward, the Parties may exchange the research material(s) and associated know-how and or data as defined below ("Material"). For purposes of this section, the Party providing any Material is the "Provider" and the Party receiving any Material is the "Recipient."

☐ **xxx will transfer the following Material to xxx:** [insert description of Material] OR De-identified human samples including [insert description of human samples] collected under Institutional Review Board (IRB) approved protocol in accordance with U.S. federal guidelines for "Protection of Human Subjects": Protocol [insert number,] entitled "[Insert title]."

- (b) Recipient agrees that the Material will be solely used for Recipient's conduct of the research described in the SOW, and Provider's Material shall not be transferred to any other party except as expressly described in the SOW. Notwithstanding the foregoing, in recognition of the fact that representatives of PTE and the U.S. Government are engaged in an active collaboration under the Federal Award, PTE as a Recipient may further distribute Material to U.S. Government colleagues in support of the Federal Award so long as these colleagues are made aware of the existence and terms of this Section 17.
- (c) Recipient further agrees that:
- i. Material is to be used solely for Recipient's internal non-commercial research purposes, in the Recipient's organization and laboratory and will not be used in any research that is subject to consulting or licensing obligations to any for-profit organizations;
 - ii. Material will not be used in human subjects research, in clinical trials, or for diagnostic purposes involving human subjects without the written consent of the Provider; and,
 - iii. Material will be used only under the direction of the Recipient's investigator or others working under his/her direct supervision.
- (d) Provider retains ownership of the Material, which include progeny and unmodified derivatives of Material.
- (e) Recipient retains ownership of its background intellectual property and improvements created by Recipient's use of the Material. except that Provider retains ownership rights to the

Material included in the substances created by Recipient's use of the Material. Joint ownership may result from substances created by Recipient that contain/incorporate a part or all of the Material provided.

- (f) Recipient acknowledges that the Material or the use thereof is or may be the subject of a patent application. Except as provided in this Subaward, no express or implied licenses or other rights are provided to Recipient under any patents, patent applications, trade secrets or other proprietary rights to the Material or the use thereof.
- (g) Any Material delivered pursuant to this Subaward are understood to be experimental in nature and may have hazardous properties. PROVIDER MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE USE OF THE MATERIAL WILL NOT INFRINGE ANY PATENT, COPYRIGHT, TRADEMARK, OR OTHER PROPRIETARY RIGHTS.
- (h) Recipient agrees to store and use the Material in accordance with the SOW and in compliance with all applicable statutes and state and local regulations, including Public Health Service and National Institutes of Health regulations and guidelines such as, for example, those relating to research involving the use of animals or recombinant DNA. If the Material include human samples within the meaning of 45 C.F.R. Part 46, Recipient further agrees that the performance of the SOW will conform to applicable U.S. federal laws and regulations involving the use of human samples.
- (i) Unless expressly authorized in this Subaward, Recipient will not be provided with personally identifiable information or the code to personally identifiable information with the Material. However, if Recipient accidentally receives personally identifiable information, Recipient agrees to immediately delete or destroy personally identifiable information and inform Provider.
- (j) After the termination or expiration of this Subaward, unused Material will be destroyed, returned or otherwise handled in a manner as directed by Provider.