File No. 120445 Board Item No. 28

# COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

**Board of Supervisors Meeting** **Date: May 8, 2012**

| Cmte | Board | |
|---|---|---|
| ☐ | ☐ | **Motion** |
| ☐ | ☑ | **Resolution** |
| ☐ | ☐ | **Ordinance** |
| ☐ | ☐ | **Legislative Digest** |
| ☐ | ☐ | **Budget Analyst Report** |
| ☐ | ☐ | **Legislative Analyst Report** |
| ☐ | ☐ | **Youth Commission Report** |
| ☐ | ☐ | **Introduction Form (for hearings)** |
| ☐ | ☐ | **Department/Agency Cover Letter and/or Report** |
| ☐ | ☐ | **MOU** |
| ☐ | ☑ | **Grant Information Form** |
| ☐ | ☑ | **Grant Budget** |
| ☐ | ☐ | **Subcontract Budget** |
| ☐ | ☐ | **Contract/Agreement** |
| ☐ | ☑ | **Award Letter** |
| ☐ | ☐ | **Application** |
| ☐ | ☐ | **Public Correspondence** |

**OTHER:**

**Completed by: Annette Lonich** **Date: May 3, 2012**

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Print Form

# Introduction Form

**By a Member of the Board of Supervisors or the Mayor**

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

☐ 1. For reference to Committee: _____
An ordinance, resolution, motion, or charter amendment.

☒ 2. Request for next printed agenda without reference to Committee.

☐ 3. Request for hearing on a subject matter at Committee: _____

☐ 4. Request for letter beginning "Supervisor _____ inquires"

☐ 5. City Attorney request.

☐ 6. Call File No. _____ from Committee.

☐ 7. Budget Analyst request (attach written motion).

☐ 8. Substitute Legislation File No. _____

☐ 9. Request for Closed Session (attach written motion).

☐ 10. Board to Sit as A Committee of the Whole.

☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission

☐ Planning Commission ☐ Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.**

**Sponsor(s):**

Supervisor Mark E. Farrell

**Subject:**

Accept and Expend Grant- veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes Project- $16,447

**The text is listed below or attached:**

Attached

Signature of Sponsoring Supervisor: Mark E. F

For Clerk's Use Only:

120444

[Accept and Expend Grant - Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes Project - $16,447]

**Resolution authorizing the Department of Public Health to retroactively accept and expend a grant in the amount of $16,447 from the San Francisco Department of Veterans Affairs Medical Center, to participate in a program entitled Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes Project for the period of March 1, 2012, through September 30, 2012.**

WHEREAS, San Francisco Department of Veterans Affairs Medical Center has agreed to fund Department of Public Health (DPH) in the amount of $16,447 for the period of March 1, 2012, through September 30, 2012; and

WHEREAS, As a condition of receiving the grant funds, San Francisco Department of Veterans Affairs Medical Center requires the City to enter into an agreement (Agreement), a copy of which is on file with the Clerk of the Board of Supervisors in File No. 120445; which is hereby declared to be a part of this Resolution as if set forth fully herein; and

WHEREAS, The purpose of this project is to perform HIV infectious disease trainings in support of the Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes Project in San Francisco; and

WHEREAS, An ASO amendment is not required as the grant partially supports one existing position, one Senior Physician Specialist (Job Class No. 2232) at 1.0 FTE, for the period of March 1, 2012, through September 30, 2012; and

WHEREAS, A request for retroactive approval is being sought because DPH did not receive notification of the award until March 13, 2012, for a project start date of March 1, 2012; and

WHEREAS, The budget includes a provision for indirect costs in the amount of $3,415; now, therefore, be it

RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant in the amount of $16,447 from the San Francisco Department of Veterans Affairs Medical Center; and, be it

FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and, be it

FURTHER RESOLVED, That the Director of Health is authorized to enter into the Agreement on behalf of the City.

RECOMMENDED:

for

Barbara A. Garcia, MPA
Director of Health

APPROVED:

Office of the Mayor

Office of the Controller

File Number: 120445
(Provided by Clerk of Board of Supervisors)

## Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes (SCAN ECHO) Project**

2. Department: **Department of Public Health, STD Prevention and Control Services Section**

3. Contact Person: **Wendy Wolf** Telephone: **487-5501**

4. Grant Approval Status (check one):

[X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **$16,447**

6a. Matching Funds Required: **$0**
b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: **San Francisco Department of Veterans Affairs Medical Center (VAMC)**
b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary: **To perform HIV infectious disease trainings in support of the Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes (SCAN ECHO) Project in San Francisco.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **3/1/12** End-Date: **09/30/12**

10a. Amount budgeted for contractual services: **$0**

b. Will contractual services be put out to bid? **NA**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

13a. Does the budget include indirect costs? [X] Yes [ ] No

b1. If yes, how much? **$3,415**
b2. How was the amount calculated? **26.21% of Salaries**

c. If no, why are indirect costs not included?

[ ] Not allowed by granting agency [ ] To maximize use of grant funds on direct services

[ ] Other (please explain):

14. Any other significant grant requirements or comments:

**We respectfully request for approval to accept and expend these funds retroactive to 3/1/12. The Department did not receive the Letter of Intent to Fund until 3/13/12.**

**Grant Code is: HCDC18/1200**

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s) [ ] Existing Structure(s) [ ] Existing Program(s) or Service(s)

[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [X] New Program(s) or Service(s)

[ ] New Site(s) [ ] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____
Jason Hashimoto

Date Reviewed: 4/2/12

Department Approval: _____ for
Barbara A. Garcia, MPA Director of Health
(Signature)

## Veterans Administration Specialty Care Access Networks Extension for Community Healthcare Outcomes (SCAN ECHO) Project

### BUDGET JUSTIFICATION

### 3/1/12 - 9/30/12

## PERSONNEL

| Classification | BiWeekly Salary | Percent of Time | Pay Periods | Budget |
|---|---|---|---|---|
| 1.0 FTE (2232) Sr. Physician Specialist<br>Provide HIV infectious disease trainings | $6,542 | 10% | 15 | $9,813 |
| **Total Personnel** | | | | **$9,813** |
| Fringe Benefits @ 33% | | | | $3,219 |
| **Total Personnel & Fringe** | | | | **$13,032** |

## OPERATING EXPENSES

| | |
|---|---|
| General office expense | $0 |
| Media/advertising | $0 |
| Printing/duplication | $0 |
| Lab services | $0 |
| **Total Operating Expenses** | **$0** |

| | |
|---|---|
| **EQUIPMENT** (If >$50K, please itemize) | **$0** |
| **TRAVEL** | **$0** |
| **SUBCONTRACTORS** (If >$50K, itemize on subcontractor budget template) | |
| Name of subcontractor | $0 |
| **Total Subcontractors** | **$0** |
| **OTHER COSTS** | **$0** |
| **INDIRECT COSTS (26.21% OF Salaries)** | **$3,415** |
| **BUDGET GRAND TOTAL** | **$16,447** |

DEPARTMENT OF VETERANS AFFAIRS
Medical Center
4150 Clement Street (111B)
San Francisco, CA 94121

Tuesday, March 13, 2012

Susan Philip, M.D.
STD Director
STD Prevention and Control Services Section
San Francisco Department of Public Health
1360 Mission Street, Suite 401
San Francisco, CA 94103

RE: LETTER OF INTENT TO FUND

Dear Dr. Phillip:

This letter serves as notification that the San Francisco Department of Veteran Affairs Project - SCAN ECHO intends to fund the San Francisco Department of Public Health, STD Prevention and Control Services Section, in the amount of $ 16,447.00 for the period of 3/1/2012-9/30/2012.

This contract will be to support Dr. Stephanie Cohen to perform HIV infectious disease trainings in the support of the Project SCAN ECHO program at the following .010 FTE for the designated time-period:

0.10 FTE for the period 3/1/2012 to 9/30/2012

If you have any questions regarding this funding, please contact Shawn Green at 415-221-4810 ext 4485.

Brian J. Kelly
Chief Fiscal Officer
VAMC San Francisco (662)