File No. 120449 Board Item No. 31

COMMITTEE/BOARD OF SUPERVISORS

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

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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 Wiener

Subject:

Accept and Expend Grant – San Francisco Hepatitis B Free Best Practices The San Francisco Foundation - $20,000

The text is listed below or attached:

Resolution authorizing the San Francisco Department of Public Health to retroactively accept and expend a grant in the amount of $20,000 from the San Francisco Foundation to participate in a program entitled San Francisco Hepatitis B Free Best Practices The San Francisco Foundation for the period of April 1, 2012 through March 31, 2013, and waiving indirect costs.

Signature of Sponsoring Supervisor:

For Clerk's Use Only:

120449

[Accept and Expend Grant - San Francisco Hepatitis B Free Best Practices - The San Francisco Foundation - $20,000]

Resolution authorizing the Department of Public Health to retroactively accept and expend a grant in the amount of $20,000 from The San Francisco Foundation to participate in a program entitled San Francisco Hepatitis B Free Best Practices The San Francisco Foundation for the period of April 1, 2012, through March 31, 2013, and waiving indirect costs.

WHEREAS, The San Francisco Foundation has agreed to fund Department of Public Health (DPH) in the amount of $20,000 for the period of April 1, 2012, through March 31, 2013; and

WHEREAS, As a condition of receiving the grant funds, The San Francisco Foundation 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. 120449; 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 evaluate the effectiveness of the methods used by the San Francisco Hepatitis B Free Best Practices campaign to determine which most effectively influenced San Francisco clinicians to provide testing, vaccination, and appropriate hepatitis B virus follow-up testing for Asian Pacific Islander patients; and

WHEREAS, An Annual Salary Ordinance amendment is not required as the grant partially supports one existing position, one Manager I (Job Class No. 0922) at 0.128853 FTE for the period of April 1, 2012, through March 31, 2013; and

WHEREAS, A request for retroactive approval is being sought because DPH did not receive notification of the agreement until March 27, 2012, for a project start date of April 1, 2012; and

WHEREAS, San Francisco Hepatitis B Free Best Practices The San Francisco Foundation grant does not contain indirect costs because The San Francisco Foundation prohibits including indirect costs in the budget; and

WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now, therefore, be it

RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant in the amount of $20,000 from The San Francisco Foundation; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget; 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:

Barbara A. Garcia, MPA
Director of Health

APPROVED:

Office of the Mayor

Office of the Controller

File Number: 120449
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

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: **San Francisco Hepatitis B Free Best Practices Project -The San Francisco Foundation**

2. Department: **Department of Public Health, Communicable Disease Control & Prevention Section**

3. Contact Person: **Melissa Sanchez, PhD, MA** Telephone: **(415) 554-2743**

4. Grant Approval Status (check one):

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

5. Amount of Grant Funding Approved or Applied for: $20,000

6a. Matching Funds Required: **No**
b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: The San Francisco Foundation
b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:
The San Francisco Hepatitis B Free (SFHBF) Best Practices project will evaluate the effectiveness of the methods used by the SFHBF campaign to determine which most effectively influenced San Francisco clinicians to provide testing, vaccination, and appropriate hepatitis B virus follow-up testing for Asian Pacific Islander patients; as well as the behavior of San Francisco Asian Pacific Islanders to seek out and accept those services. SFHBF and its partners will use the evaluation results to more effectively conduct outreach activities and to increase the level of hepatitis B virus knowledge, testing, vaccination, and follow-up testing among Asian Pacific Islander communities and clinicians who were not reached by the first phase of the campaign.

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

   Start-Date: **April 1, 2012** End-Date: **March 31, 2013**

10a. Amount budgeted for contractual services: **None**

b. Will contractual services be put out to bid? **N/A**

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**

11a. Does the budget include indirect costs? [ ] Yes [X] No

b1. If yes, how much? N/A
b2. How was the amount calculated? N/A

c. If no, why are indirect costs not included?
[X] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
[ ] Other (please explain):

12. Any other significant grant requirements or comments:
We respectfully request for approval to accept and expend these funds retroactive to April 1, 2012. The Department received the award notice on March 27, 2012.

GRANT CODE (Please include Grant Code and Detail in FAMIS): **HCDC19-1200**

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

13. 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) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] New Structure(s)

14. 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: 4/5/12

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

San Francisco Hepatitis B Free Best Practices – The San Francisco Foundation

Budget and Justification

April 1, 2012 – March 31, 2013

Personnel	TOTAL
Melissa Sanchez, Manager I (Job Class #0922) – Annual Salary $109,307 - Oversee all aspects of the project and lead the evaluation, analysis, writing, and dissemination of the results over the 12-month project period.	
Salary at 0.128853 FTE for 12 months	$14,085
Fringe at 42.% of salary for 12 months	$5,915
TOTAL BUDGET	**$20,000**

THE SAN FRANCISCO FOUNDATION

The Community Foundation of the Bay Area

GRANT AGREEMENT

Grant Number: **79553**
Please use this number
in all correspondence

I. ACCEPTANCE OF GRANT

The conditions set forth below are deemed to be agreed to by the grantee if the grantee accepts any payment. No payments will be released until a signed copy of the Agreement is returned to the Foundation and any special conditions are met.

Contact:
Dr. Melissa Sanchez

Phone:
(415) 554-~~2565~~ 2743

Grantee:
San Francisco Department of Public Health
101 Grove Street, Room 408
San Francisco, CA 94102

Payee:
San Francisco Department of Public Health
101 Grove Street, Room 408
San Francisco, CA 94102

Grant Amount:
$20,000.00 for 12 months

Date Approved:
March 22, 2012

Grant Period:
April 1, 2012 -- March 31, 2013

Grant Purpose:
To evaluate the SF Hep B Free campaign to determine which outreach strategies had the most impact on behavior change among 1) clinicians to provide hepatitis B testing, vaccination and appropriate follow-up testing for Asian Pacific Islanders (APIs) and 2) APIs to seek out and accept these services.

Outcomes:

1. Identify best practice, and upon completion of the project, disseminate best practices summary reports to SF clinicians, the SF API community, and SFHBF and its provider and community partners.
2. Implement the identified best practices strategies, targeting API subpopulations, new immigrants, and additional clinicians in SF who have yet to be impacted by the campaign.

Activities:

1. Conduct medical record reviews on a random sample of 360 SF API patients seen in 2006 and 360 new SF API patients seen in 2011 to collect data and determine patters about HBV testing and vaccination and appropriate HBV follow-up testing for patients with test results indicating HBV infection.
2. Host 4 focus groups with SF clinicians who care for API patients to identify best practices for clinician outreach and to identify API and clinician subpopulations who were not reached in the first phase of the SFHBF campaign.
3. Host 4 focus groups with API community members to identify best practices for improving HBV awareness and to identify API subpopulations who were not reached in the first phase of the SFHBF campaign.
4. Analyze the results and write reports to summarize best practices results and describe subpopulations to be targeted in future phases of SFHBF.

II. SPECIAL CONDITIONS

None.

III. REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

Payments will be made on the schedule below **if** special conditions described above are met **and if** narrative and financial reports have been submitted on the dates requested. Report guidelines and forms are available on the Foundation's website at www.sff.org/grantseeker/forms. Reminder notices will be sent in the month before the report is due. If you need to extend the grant period or request changes in the payment schedule or budget, please request the change in writing, briefly explaining the reason it is needed.

Please note that payments on new grants will not be released until final reports on all prior grants have been received and approved by your Program Officer.

Progress Report Due Dates (if any):
None.

Payment(s):
$20,000.00 scheduled on April 1, 2012

Final Report:
Standard Final Report due on April 30, 2013

IV. PUBLICITY

As a community foundation, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases,

programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your project report(s). If your organization has a website, please link to www.sff.org. Any statement about Foundation policy should be cleared in advance through our Marketing Communications Officer.

V. BUDGET AND USE OF FUNDS

Funds must be used by the grantee strictly in accordance with the final budget on which the grant was based. Any changes must be approved in advance by the Foundation.

VI. REVERSION OF FUNDS

All funds not expended for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation.

VII. AUDIT

The Foundation reserves the right to conduct an audit of any grantee if it appears appropriate and necessary.

VIII. MONITORING AND EVALUATION

In order to assess the effectiveness of our grants, the Foundation may monitor or conduct an evaluation of the program funded by this grant, which may include visits by representatives of the Foundation to observe the grantee's program procedures and operations and to discuss the program with the grantee's personnel.

IX. HOLD HARMLESS

In accepting a grant from the Foundation, the grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless The San Francisco Foundation, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the grantee, its employees or agents, in applying or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of The San Francisco Foundation, its officers, directors, trustees, employees or agents.

The Board and staff of The San Francisco Foundation are pleased to be able to make this grant (#79553) to your organization. Please sign and return one copy of this Agreement as evidence of your understanding of and agreement with the terms outlined. Please keep a copy for your files.

Return completed document to:

Grants Management
The San Francisco Foundation
225 Bush Street, Suite 500
San Francisco, CA 94104-4224

_____

_____

_____

27-Mar-12

The San Francisco Foundation — Date

N/A

Chair, Agency Board of Directors or Designee — Date

3/29/12

Agency Executive Director — Date

N/A

Fiscal Sponsor* — Date

***Agreement must be signed by Fiscal Sponsor if project agency does not have 501(c)(3) status.**

You have now reached the last step of your application. Please carefully review the complete content of your application below. If you would like to make changes, please select "Edit" in the appropriate section. At the bottom, you can save your application for later, or click "Submit Application" to complete your application now. You and the Primary Grantee Center User will receive a confirmation email that includes the content of your application; you can also view your submitted application content at any time from the My Applications tab. You may also use the print feature in the upper right of the page to print your application for your records.

Please note due to high volume you may recieve a system error on Submit. Please try submitting again before calling for Grants Management.

Application overview

Tracking Id:	79553
Contact:	Melissa Sanchez
Grant Amount	20,000.00
Program Area	Community Health
Grant Purpose:	To evaluate the SF Hep B Free campaign to determine which outreach strategies had the most impact on behavior change among 1) clinicians to provide hepatitis B testing, vaccination and appropriate follow-up testing for Asian Pacific Islanders (APIs) and 2) APIs to seek out and accept these services.
Request Duration:	12

Part 1 Static Info

2012 Open Call For Applications for Program Areas Community Development, Community Health and Environment.

The San Francisco Foundation recommends that all applicants read the Application Guidelines prior to completing this application.

Please Select the Type of Support this request is for:

See more information about Type of Support

Project Support

Please tell us what your total project budget is. (If you are requesting Core Operating Support please enter your total organization budget.)

430,000.00

Is this a new project or continuing support?

New

Organizational and Project Information

Please provide a brief history of your organization and its current programs and services. (1,200 characters)

The SFDPH's Communicable Disease Control and Prevention Section (CDCP) tracks reports of over 80 reportable diseases and conditions, investigates cases and contacts, and recommends public health actions to control the spread of disease. CDCP prevents communicable diseases by promoting vaccines across the lifespan for all San Franciscans through outreach, education, and vaccine distribution to eligible public and non-profit providers.

The San Francisco Hep B Free (SFHBF) campaign began in 2006 with the goal of eliminating hepatitis B (HBV) in SF by testing and vaccinating all Asian Pacific Islanders (APIs). SFHBF is the largest, most intensive healthcare campaign for APIs in the U.S. In 2006, the SF Board of Supervisors and SF Health Commission passed unanimous resolutions supporting SFHBF, which is a collaboration between the SFDPH, the Asian Week Foundation, the Asian Liver Center, SF hospitals, and multiple community based organizations serving APIs. Currently, SFHBF has over one hundred provider and community partners and 34 media supporters. SFHBF hosts an average of two outreach and screening events per month,

with over 6500 people screened to date through these events alone.

Please describe the issue/problem/need your organization is working to resolve and discuss how you are addressing it. What research or best practice models support your methods? (1,750 characters)

Chronic HBV infection and its sequelae – cirrhosis, liver failure, hepatocellular carcinoma (HCC), death – disproportionately affect APIs in SF and nationally. APIs account for over 50% of Americans who live with chronic HBV; the highest rate of HCC occurs in APIs who immigrated to the U.S. APIs represent 32% of SF's population; many are foreign-born. In 2009, SFDPH received HBV infection reports on over 3,500 individuals. For the 66% of cases where race was known, 87% were API, of which 85% were foreign-born. Currently, SF has the highest rate of HCC in the U.S.

To address this health disparity, the SFHBF campaign was launched in 2007 to increase HBV awareness, testing, vaccination, and treatment among APIs by forming a SF community coalition to educate healthcare providers and the community; promote routine HBV testing and vaccination as part of primary care; and provide access to low-cost HBV prevention and treatment for those chronically infected. SFHBF's coalition follows the framework of Community Coalition Action Theory, and unified the API community, healthcare system, policy makers and businesses. Mass-media and grassroots messaging has raised citywide awareness and promoted use of the healthcare system for screening and follow-up.

After 5 years of implementation, CDCP and its partners propose to do a comprehensive evaluation of the methods and strategies used by the campaign. The results will enable SFHBF and its partners to conduct its future outreach activities in a more focused and effective manner; increase the level of HBV knowledge, testing, vaccination, and follow-up testing among APIs and clinicians who were not reached by the first phase of the campaign; and achieve the goal of eliminating HBV in SF.

Please describe the work (program/project) your organization is requesting funding for and describe the impact your organization is trying to achieve. Please address how your work aligns with one or more of the Foundation's grantmaking objectives. (1,750 characters)

To assess the effectiveness of SFHBF's clinician outreach, medical charts will be reviewed for 360 API patients seen before the campaign in 2006 and 360 API patients seen in 2011. The 5-year change in HBV testing and vaccination practices will be measured. Four focus groups with SF clinicians who care for API patients will also be conducted to elicit opinions about which SFHBF outreach strategies best increased their awareness and knowledge of HBV testing and vaccination recommendations. Clinicians will also be asked to identify SF API communities and clinician groups that should be targeted in future phases of the SFHBF campaign.

Four focus groups with SF API community members and leaders will be conducted to identify (1) which SFHBF public outreach strategies most effectively increased awareness, pursuit and acceptance of HBV testing and vaccination among APIs and (2) which SF API communities have not been reached by the SFHBF campaign.

SFHBF and the proposed evaluation project align with the Foundation's Community Investment funding objective. An Advisory Board of SF clinician and community representatives will help to plan and implement the project and disseminate the results to SFHBF's coalition of healthcare and API community organizations, as well as groups around the U.S. that wish to create similar community-based HBV prevention campaigns. SFHBF partners will use the best practices identified by this project to plan and implement future prevention activities in a more focused and effective manner, resulting in improved knowledge of HBV in clinical and API communities, increased testing and vaccination of SF APIs, and reduced HBV-related chronic liver disease health disparities among APIs.

Does your work contain any lobbying or advocacy? Please Describe. (600 characters)

This proposed work, the San Francisco Hep B Free Best Practices Project, does not include any lobbying or advocacy activities.

Please also note that The San Francisco Foundation did a preliminary vetting of this proposed project in September 2011, and, consequently, invited CDCP and its partners to apply for this SF Foundation funding opportunity.

Outcomes

What are the **main outcomes** for which you are requesting support? *Your proposal must have at least one outcome, however you may have up to three (585 characters each)*

See more information about Outcomes

Outcome 1

Best practices identified and, upon completion of the project, best practices summary reports disseminated to SF clinicians, the SF API community, and SFHBF and its provider and community partners.

Outcome 2 *optional*

Over the course of the next three years (2013 – 2016), SFHBF and its partners will use the evaluation results to more effectively conduct HBV outreach activities. SFHBF will implement the identified best practices strategies, targeting API subpopulations, new immigrants, and additional clinicians in SF who have yet to be impacted by the campaign.

Outcome 3 *optional*

Activities

What are the most important **activities** that will help you achieve those outcomes? Include frequency/duration of program events or services provided. *Only one activity is required. (360 characters each)*

See more information about Activities

Activity 1

Medical record reviews on a random sample of 360 SF API patients seen in 2006 and 360 new SF API patients seen in 2011 to collect data about HBV testing and vaccination and appropriate HBV follow-up testing for patients with test results indicating HBV infection. The five-year change in clinician practice patterns will be measured.

Activity 2 *optional*

Host 4 focus groups with SF clinicians who care for API patients to identify best practices for clinician outreach and to identify API and clinician subpopulations who were not reached in the first phase of the SFHBF campaign.

Activity 3 *optional*

Host 4 focus groups with API community members to identify best practices for improving HBV awareness and to identify API subpopulations who were not reached in the first phase of the SFHBF campaign.

Activity4 *optional*

Analyze the results and write reports to summarize best practices results and describe subpopulations to be targeted in future phases of SFHBF.

Activity 5 *optional*

Evaluation

Please describe how your organization will evaluate the success of the project you are proposing? (Your evaluation should be directly linked to your outcomes and activities.) *(The Foundation recognizes that it is not necessary to hire outside experts to have a solid evaluation plan. We do expect that you will know what success looks like and how you will know you achieved it.) (1,045 characters)*

See more information about Evaluation

Upon completion of the project, the best practices summary reports will be disseminated to SF clinicians, the SF API community, and SFHBF and its provider and community partners. Over the course of the next three years (2013 – 2016), SFHBF and its partners will use the evaluation results to more effectively conduct HBV outreach activities. SFHBF will implement the identified best practices strategies, targeting API subpopulations, new immigrants, and additional clinicians in SF who have yet to be impacted by the campaign. Three years after completion of the project (2016), SFDPH staff will produce a summary of the best practices activities being conducted by SFHBF and its provider and community partners. This summary will include a listing of the SF API subpopulations, new immigrants, and clinicians who have been targeted for outreach from 2013-2015. SFDPH staff will also document the dissemination and publication of the evaluation summary reports to SF clinicians, the SF API community, and SFHBF and its partners

Functional Expenses

The three categories in this box are the same as those on the IRS Form 990, Part II, Statement of Functional Expenses. If you are using a fiscal sponsor or are a city or university department, please estimate your project's functional expenses. Do not report the functional expenses for the fiscal sponsor or for the entire city or university.

Please note the functional expenses must be greater than 0.

- Program Services include activities that result in services being provided to beneficiaries that fulfill the organization's mission.

- Management and General includes oversight, business management, general recordkeeping, budgeting, financing, and related administrative activities, as well as management and administration except for direct conduct of program services or fundraising activities.

- Fundraising includes publicizing; conducting fundraising campaigns; maintaining donor mailing lists; conducting special fundraising events; preparing and distributing fundraising manuals, instructions, and other materials; and conducting other activities involved with soliciting contributions from individuals, foundations, government agencies, and others.

(Please use whole numbers to represent percentages i.e. 60, 30, 10)

What percent of your organization's prior year actual spending went to program services?

90.00

What percent of your organization's prior year actual spending went to management activities?

10.00

What percent of your organization's prior year actual spending went to fundraising activities?

1.00

Budget Information

The Foundation is interested in knowing the financial plan for the work you will conduct during our grant period. We ask that you provide the projected start date for the grant you are requesting. The timeline is available on our website.

City or University Departments
Please use the Organization column for department revenue and expenses.

***Project Start Date**

1/1/2012

Project End Date

6/30/2013

Organization Fiscal Year State Date:

7/1/2011

Organization Fiscal Year End Date:

6/30/2012

Revenue Budget and Expenses

Please provide your organization's budget, project budget and your proposed budget for TSFF dollars.

The Previous Year Carry Over for the organization is also known as the previous year's End of Year Net Assets.

- Please provide a total in each category; you do not need to list individual foundations or government sources.

- Committed funding includes those sources of support that have been confirmed.

- Projected revenue includes sources of support that you are currently requesting or plan to request. Your request to The San Francisco Foundation is listed on a separate line.

In the fields below the top section is for revenue and the lower fields for expenses. If you have expenses that do not fit in the defined fields,please use the "Other" category. Please leave blank any field that does not apply .

***If you are requesting core operating support, please only complete the Organization budget column.**

Please use whole numbers and do not use any formatting!

Budget Category

Budget Category	Organization Budget	Project Budget	TSFF Budget
Previous Year Carry Over	$0.00	$0.00	$0.00
Committed revenue - Other foundations/corporations	$0.00	$262,500.00	$0.00
Committed revenue - Government	$363,248,532.00	$67,500.00	$0.00
Committed Revenue - Other Partners	$53,609,421.00	$0.00	$0.00
Committed revenue - Box office revenue	$0.00	$0.00	$0.00
Committed revenue - Earned revenue	$0.00	$0.00	$0.00
Committed revenue - Individual donors	$0.00	$0.00	$0.00
Committed revenue - Income from endowment	$0.00	$0.00	$0.00
Projected revenue - Other foundations	$0.00	$80,000.00	$0.00
Projected revenue - Government	$406,026,159.00	$0.00	$0.00
Projected revenue - Box office revenue	$0.00	$0.00	$0.00
Projected revenue - Earned revenue	$754,393,755.00	$0.00	$0.00
Projected revenue - Individual donors	$0.00	$0.00	$0.00
Amount requested from TSFF	$0.00	$20,000.00	$20,000.00
Total salaries	$527,484,611.00	$318,155.00	$14,085.00
Total benefits	$226,858,999.00	$73,879.00	$5,915.00
Consultant and professional fees	$0.00	$0.00	$0.00
Occupancy expenses	$0.00	$0.00	$0.00
Supplies	$93,261,662.00	$0.00	$0.00
Equipment rental/maintenance	$2,548,493.00	$0.00	$0.00
Employee expenses including travel	$0.00	$186.00	$0.00
Conferences, conventions and meetings	$0.00	$0.00	$0.00
Outreach and promotion	$0.00	$0.00	$0.00
Printing and publications	$0.00	$138.00	$0.00
Other	$727,124,102.00	$37,642.00	$0.00

If you used the Other category in the budget above, please provide a description of the line items included. (800 characters)

FOR ORGANIZATION BUDGET:

Overhead: $1,522,851
Professional and Contractual Services: $632,233,416
Debt Service: $1,704,013
Services of Other Departments: $74,615,915
Facilities Maintenance: $2,395,000
Capital Renewal: $3,000,000
Capital Projects: $11,652,907

FOR PROJECT BUDGET:

Focus group incentive costs are for 8 focus groups meetings (10 participants at each meeting). Providing food (incentive) for 80 focus group members at a cost of $6.25 x 80 participants = $500.00

Indirect costs over the 18-month project period include general organizational expenses in support of the staff that provide services directly related to the project = $37,142.00

Please provide us with summary information about your organization's financial history. Please use the drop down to select the year's that are relevant. Do not duplicate years in the header.

Arts and Culture Applicants using the California Cultural Data Project, please copy numbers from the chart on the last page of your TSFF report.

Organization Financial History

Fiscal Year	Three years ago	Two years ago	Last year
Fiscal Year	Fiscal year 2009	Fiscal year 2010	Fiscal year 2011
Total Revenue	$1,575,922,495.00	$1,473,384,073.00	$1,460,858,079.00
Total Expenses	$1,575,922,495.00	$1,473,384,073.00	$1,460,858,079.00
Increase/Decrease in Net Assets	$0.00	$0.00	$0.00
End of Year Net Assets	$0.00	$0.00	$0.00

Please provide us with summary information about your organization's financial history. Briefly discuss how the economic downturn has affected your organization. *(2200 characters)*

The SFDPH is a large, stable organization with a budget of over 1.57 billion dollars for fiscal year 2011-12. This represents an eight percent increase over Fiscal Year 2010-11. This increase is largely due to additional revenues and federally mandated capacity enhancements that will allow the Department to prepare for full implementation of Health Care Reform. SFDPH is part of the City and County of San Francisco Government with a budget that includes $682 million for San Francisco General Hospital; $188 million for Laguna Honda Hospital and Rehabilitation Center; $5.9 million for Health at Home; $27.7 million for Jail Health program in the San Francisco County Jails; $239 million for Mental Health Programs; $66 million for Primary Care Programs; $305 million for Public Health Programs (including CDC); and $62 million for Substance Abuse Programs.

Similar to other cities and counties, San Francisco faces increasing costs, such as healthcare for its employees and retirees, which outpace its projected revenue growth. These challenges will have an effect on SFDPH as it receives the largest general fund subsidy in the City. At the same time, SFDPH leverages $1.2 Billion of revenue from federal, state and other sources including Medi-Cal and Medicare using only about $363 million (23%) of county general fund to support its programs.

Fundraising Plan

The fundraising plan should give a sense of how the organization expects to ensure that the project and/or organization will have the resources necessary to succeed. Please briefly outline your plan to sustain your efforts over the next one to three years. (2,200 characters)

This project will be implemented over 18 months for a proposed total budget of $430,000. Committed funds over 18 months include $225,000 from Metta Fund and in-kind support of $67,500 from SFDPH and $37,500 from SFHBF/Asian Week Foundation. Requested funds over 12 months include $20,000 from The SF Foundation and an expected combined total of $70,000 from the Chinese Community Health Care Association and the Hospital Council of Northern & Central CA, with the remaining $10,000 from a funder to be identified. The majority of the budget will support project staff who will design and implement the evaluation and analyze, summarize, and disseminate the results. The Project Director, Dr. Melissa Sanchez of CDCP, will oversee the project and lead the evaluation, analysis, writing, and dissemination of results The Project Coordinator, Ms. Amy Nishimura, will design and monitor all project activities, analyze data, and write reports; and two Research Assistants will collect the data. In-kind contributions will be made by Dr. Sandra Huang of CDCP; Ms. Janet Zola, CDCP Health Promotion Specialist/co-founder of SFHBF; Mr. Ted Fang, co-founder of SFHBF/Executive Director-Asian Week Foundation, who will serve as Community/Strategic Advisor; and an Advisory Board. Data collection activities will be completed in the first 12 months, and in the final 6 months, staff will analyze, write, and disseminate the results. CDCP's strong relationships with SF hospitals, health care systems and community partners and the stability of its infrastructure, which uses a combination of general fund and grant opportunities to maintain its highly trained staff, will ensure the availability of highly skilled epidemiologists for measuring the project's impact and success over the course of the three years following the evaluation. In addition, SFHBF's strong leadership, as well as its over one hundred provider and community partners, will enable SFHBF to successfully implement the identified best practices approaches among the targeted SF API communities and clinicians who were not reached by the first phase of the campaign.

Personnel

The number of staff in this section should correspond to the salary expense indicated in the expense budget. Full time personnel: enter the number of full time staff. Part-time personnel: enter the full time equivalent for all part time personnel For example, if you have 20 staff that work half time, enter 10.

Please use whole numbers and do not use any formatting!

Organization Personnel

Category	Organization FTE	Project FTE
Number of full-time personnel	4591	0
Number of full-time equivalent of part-time personnel	1711	4
Total	6302	4

Geographic Scope

The San Francisco Foundation is interested in the area you are serving. We are looking for information specifically in detail around neighborhood services. If your project/organization is targeting a specific neighborhood/neighborhoods please indicate this is the fields below. Please select the areas in which you provide service **(please select the most relevant geographiclevel that pertains to your organization) Multiple levels can be selected:**

Geo Level

Geo Level	Geo Area
County	San Francisco
City	San Francisco

Income

Please complete the chart below to indicate the income levels your organization targets and the approximate percentage.

For information regarding Bay Area Income Levels please visit: 2009 Bay Area Income Level:

Income

Category	%
Poverty	26.00
Low Income	16.00
Moderate Income	9.00
Middle Income	9.00
Mixed Incomes	20.00
Undetermined	20.00
Total	100.00

Aged Range

Please provide the age range of the persons your organization serves (select all that apply):

Age Served Project

Age

0 - 5 years/Pre-K
5- 12/Elementary (incl K)
11-14/Middle School
14-18/High School
Children & Youth (0-18)
Young Adult (19-25)
Adults
Seniors
Families

Target Population Description

Please use this section if you would like to share any additional information regarding the population you serve. *(1,045 characters)*

The API population of SF will significantly benefit from the results and outcomes of this project. This includes APIs of all ages, genders and levels

of education, literacy, English proficiency, and acculturation. There are over 250,000 APIs throughout SF, including many who are foreign-born. All geographic areas throughout SF will be targeted, with the expectation that some regions will be more heavily targeted based on results from the focus groups. New immigrants from countries with moderate or high rates of chronic HBV will also be targeted.

Asian communities outside of SF will also benefit from this project given that the best practices results will be summarized in reports that will be shared with health and community organizations in other regions of the SF Bay Area and the U.S. that are interested in starting their own Hep B Free campaigns.

Special Populations

Please complete the table below to indicate if your project plans to target any Special Populations. Please do not exceed 100% (if your population overlap please use the Target Population question to clarify.)

Special Populations

Category	%
Lesbian/Gay/Bisexual	0.00
Transgender	0.00
Disabled	0.00
Immigrants	68.00
Foster youth	0.00
Homeless	0.00
Incarcerated	0.00
Ex-Offenders	0.00
Environmentally at-risk	0.00
Early School Leavers	0.00
Unemployed	0.00
Total	68.00

Diversity

Please complete the fields below the diversity information for your organization. Please enter numeric values only, do not use commas. Please note we are expecting estimates of the following:

- People served Org: the estimated number of people served by your organization per category
- People served Proj: the estimated number of people you plan to serve with the proposed project per category
- People on Staff: the estimated number of people on your staff per category
- People on Board: the estimated number of people on your board per category

For information regarding Bay Area Census data please visit: Bay Area Census page

Please use whole numbers and do not use any formatting!

Diversity

Category	People Served Org	People Served Proj	People on Staff	People on Board
White (Non Hispanic)	337451	0	2366	1
African American	46781	0	851	1
Asian	265700	265700	3730	2
Hispanic/Latino	121774	0	1045	3
Other Ethnic Minority	2494	0	0	0
Native American	1828	0	14	0
Pacific Islander	3128	3128	0	0
Multi-Ethnic Minority	26079	0	0	0
Undetermined	0	0	0	0
Total	805235	268828	8006	7

Partners and Funders

Please provide a list of your top 2 government funders (if applicable), top 2 private funders and any significant community partners. Please include the following: Organization Name - Contact Name - Contact Email – Funded Amount.

Government Funder:

San Francisco Department of Public Health, Dr. Sandra Huang and Ms. Amy Pine, Communicable Disease Control and Prevention Section Acting Co-Directors, Sandra.Huang@sfdph.org, Amy.Pine@sfdph,org, $67,500 in-kind support over 18 months.

Top 2 Private Funders:

1) Metta Fund, Ms. Delia Reid, Vice President of Programs, elawless@mettafund.org, $225,000 over 18 months.

2) SF Hep B Free/Asian Week Foundation, Mr. Ted Fang, Co-founder of SFHBF and Executive Director of Asian Week Foundation, tfang@asianweek.com, $37,500 in-kind support over 18 months.

Email address and phone number

To ensure our records are correct please provide the email address and phone number for the grant contact person.

Melissa.Sanchez@sfdph.org, 415-554-2743

Required Documents

Audited Financials for Applicants

Document Description:	If your organization has an annual budget of $1,000,000 or more, please submit your most recent audit report. (We will accept an audit dated within 2 years of today's date.)
Upload:	
Faxed:	
Request Document Waiver	Reason for Request: waiver requested: The SFDPH is a city department, and, therefore, not required to provide a copy of the audited financials.
Document Status / Date:	

Board List

Document Description:	List of board members that includes affiliations, and indicates officers. Projects with fiscal sponsors please provide a list with your advisory board.
Upload:	San Francisco Health Commissioners.pdf
Faxed:	
Request Document Waiver	Reason for Request:
Document Status / Date: 11/14/2011	

Financial Statements

Document Description:	Please provide your organization's financial statements for the last three years: This includes an income statement, balance sheet, and a cash flow statement. These can be zipped into one file and uploaded. Arts and Culture Applicants using the California Cultural Data Project, please upload your TSFF funder report here in lieu of financial statements. For more information please see the Application Guidelines at: http://www.sff.org/grantseekers/application-guidelines#required-documents-part-two
Upload:	SFDPH Unaudited Financials FY08-09 through FY10-11.pdf
Faxed:	
Request Document Waiver	Reason for Request:
Document Status / Date: 11/14/2011	

IRS Form 990 for applicants

Document Description:	Organizations with annual budgets less than $1,000,000 please submit a copy of most recently filed IRS Form 990.
Upload:	
Faxed:	
Request Document Waiver	Reason for Request: waiver requested: Not applicable. SFDPH annual budget exceeds $1,000,000.
Document Status / Date:	

Staff Bios

Document Description:	Please provide a list of key staff members and a brief biography.
Upload:	Biosketches of Key Staff for SFHBF Best Practices Project.pdf
Faxed:	
Request Document Waiver	Reason for Request:
Document Status / Date: 11/9/2011	

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If you have any questions about using Grantee Center, please begin by reviewing our Help section. If you have additional questions about Grantee Center or your applications or grants, please contact Grants Management at 415.733.8500 or grantsmanagement@sff.org.