

File No. 221276

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date February 1, 2023

Board of Supervisors Meeting Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

- Grant Criteria
- HIV Community Planning Council Roster
- DPH Statement on Retroactivity 1/26/2023
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date January 26, 2023

Completed by: Brent Jalipa Date _____

1 [Apply for Grant - Retroactive - Centers for Disease Control and Prevention - Integrated HIV
2 Surveillance and Prevention Programs for Health Departments - \$7,804,306]

3 **Resolution retroactively authorizing the Department of Public Health to submit a one-**
4 **year application for Calendar Year 2023 to continue to receive funding for the**
5 **Integrated HIV Surveillance and Prevention Programs for Health Departments from the**
6 **Centers of Disease Control and Prevention, and requesting \$7,804,306 in HIV**
7 **prevention funding for San Francisco from January 1, 2023, through May 31, 2024.**

8
9 WHEREAS, San Francisco Administrative Code, Section 10.170.(b), requires Board
10 review of proposed annual or otherwise recurring grant applications of \$5,000,000 or more
11 prior to their submission; and

12 WHEREAS, San Francisco Department of Public Health (SFDPH) is currently a
13 recipient of funding for Component A and Component B; and

14 WHEREAS, Component A contains funds for the “HIV Prevention Project” grant in the
15 amount of \$4,199,083 and the “HIV Surveillance” grant in the amount of \$809,294 and
16 Component B contains funds in the amount of \$2,000,000 from the Centers of Disease
17 Control and Prevention, Department of Health and Human Services for Calendar Year 2022;
18 and

19 WHEREAS, For this round of funding, SFDPH was instructed by the Centers for
20 Disease Control and Prevention to submit a one-year application request in the amount of
21 \$7,804,306; and

22 WHEREAS, SFDPH utilizes these funds to support epidemiological activities required
23 to support this system of HIV surveillance and prevention as well as direct services provided
24 by the Department, or those subcontracted to qualified contractors selected through Requests
25 for Proposals; and

1 WHEREAS, The required strategies and activities for the Integrated HIV Surveillance
2 and Prevention Programs for Health Departments grant are the following: 1) systematically
3 collect, analyze, interpret and disseminate HIV data to characterize trends in HIV infection,
4 detect active HIV transmission, implement public health intervention and evaluate public
5 health response; and 2) identify persons with HIV infection and uninfected persons at risk for
6 HIV infection; 3) develop, maintain and implement plan to respond to HIV transmission
7 clusters and outbreaks; 4) provide comprehensive HIV-related prevention services for persons
8 living with diagnosed HIV infection; 5) provide comprehensive HIV-related prevention services
9 for HIV-negative persons at risk for HIV infection; 6) conduct community-level HIV prevention
10 activities; 7) develop partnerships to conduct integrated HIV prevention and care planning; 8)
11 implement structural strategies to support and facilitate HIV surveillance and prevention; 9)
12 conduct data-driven planning, monitoring, and evaluation to continuously improve HIV
13 surveillance, prevention and care activities and 10) build capacity for conducting effective HIV
14 program activities, epidemiologic science and geocoding 11) conduct a Demonstration Project
15 (Component B) to improve HIV/HCV-related outcomes for people who are homeless and who
16 use drugs; and

17 WHEREAS, Ordinance No. 265-05 requires that City Departments submit applications
18 for approval at least 60 days prior to the grant deadline for review and approval; and

19 WHEREAS, The Centers for Disease Control and Prevention released the application
20 announcement on September 17, 2022, and due on October 17, 2022, allowing 30 business
21 days for the entire process; and

22 WHEREAS, In the interest of timeliness, SFDPH is making this request for approval by
23 submitting the current year's application for the Integrated HIV Surveillance and Prevention
24 Programs for Health Departments grant funding from the Centers for Disease Control and
25 Prevention, also including supporting documents as required, all of which are on file with the

1 Clerk of the Board of Supervisors in File No. 221276, which is hereby declared to be part of
2 the Resolution as if set forth fully herein; now, therefore, be it

3 RESOLVED, That the Board of Supervisors hereby retroactively approves SFDPH
4 application submission to the Centers for Disease Control and Prevention for the “Integrated
5 HIV Surveillance and Prevention Programs for Health Departments” grant for funding in 2023,
6 submitted October 17, 2022.

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9 Recommended:

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12 _____ /s/

13 Grant Colfax, M.D.

14 Director of Health

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**Department of Health & Human Services
Centers for Disease Control and Prevention (CDC)
Integrated HIV Surveillance and Prevention Programs for Health Departments
(CDC)**

REQUIRED INFORMATION, PER SF ADMINISTRATIVE CODE SEC. 10.170(B)

Funding Source's Grant Criteria

The San Francisco Department of Public Health is currently a recipient of the CDC grant PS18-1802 from the Centers for Disease Control and Prevention (CDC), Department of Health & Human Services. The award contains HIV Prevention Project grant in the amount of \$4,199,083 & HIV Surveillance grant in the amount of \$809,294. The grant is awarded to the City and County of San Francisco.

Applications for PS18-1802 may be submitted by State, local, and/or territorial health departments currently funded under funding opportunity announcements PS18-1802.

Department's Most Recent Grant Application Materials

Year 2023 application announcement for the Integrated HIV Surveillance and Prevention Programs for Health Departments grant had been issued to the Department on September 17, 2022 and due on October 17, 2022. Please see Attachment A for the latest application materials dated October 17, 2022 for Jan 1, 2023 to May 31, 2024

Anticipated Funding Categories That The Department Will Establish In The Subsequent Request For Proposals (RFPs) Process

The funds are awarded to the Department on an annual basis to cover an integrated HIV Surveillance and Prevention Program for San Francisco residents. The funds are utilized to support epidemiological activities required to support this system of HIV surveillance and prevention as well as direct services provided by the Department, or those subcontracted to qualified contractors selected through RFP.

Required Strategies and Activities of PS18-1802 are 1) systematically collect, analyze, interpret and disseminate HIV data to characterize trends in HIV infection, detect active HIV transmission, implement public health intervention and evaluate public health response; 2) identify persons with HIV infection and uninfected persons at risk for HIV infection; 3) develop, maintain and implement plan to respond to HIV transmission clusters and outbreaks; 4) provide comprehensive HIV-related prevention services for persons living with diagnosed HIV infection; 5) provide comprehensive HIV-related prevention services for HIV-negative persons at risk for HIV infection; 6) conduct community-level HIV prevention activities; 7) develop partnerships to conduct integrated HIV prevention and care planning; 8) implement structural strategies to support and facilitate HIV surveillance and prevention; 9) conduct data-driven planning, monitoring, and evaluation to continuously improve HIV surveillance, prevention and care activities and 10) build capacity for conducting effective HIV program activities, epidemiologic science and geocoding.

Comments From Any Relevant Citizen Advisory Body

The HIV Community Planning Council (HCPC) works with the health department to write the Prevention Plan, upon which the application for funding is based and all RFPs are based. A list of the HCPC members is included in Attachment B.

Table Of Contents

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)

It appears that all attachments in the application have been processed correctly. Please review the uploads to ensure the full contents of all attached files display as expected. Not all file types may accurately print to PDF.

Online Forms

Grant Announcement

Additional Information to be Submitted

1. SF-424A Budget Information - Non-Construction

- (Upload #1): HIV Prevention Budget Justification
- (Upload #2): HIV Surveillance Budget Justification
- (Upload #3): Interim FFR
- (Upload #4): Indirect Cost Memo
- (Upload #0): Project Abstract
- (Upload #0): Work Plan Narrative

2. SF-424B Assurances - Non-Construction

3. Project Abstract Summary (Version 2.0)

- (Upload #0): HIV Prevention Budget Justification
- (Upload #0): HIV Surveillance Budget Justification
- (Upload #0): Interim FFR
- (Upload #0): Indirect Cost Memo
- (Upload #5): Project Abstract

- (Upload #0): Work Plan Narrative
4. SF-424 Application for Federal Assistance (Version 4.0)
 5. SF-LLL Disclosure of Lobbying Activities (Version 2.0)
 6. Application Upload
 - (Upload #0): HIV Prevention Budget Justification
 - (Upload #0): HIV Surveillance Budget Justification
 - (Upload #0): Interim FFR
 - (Upload #0): Indirect Cost Memo
 - (Upload #0): Project Abstract
 - (Upload #6): Work Plan Narrative
 7. Miscellaneous

Note: Upload document(s) printed in order after online forms.

Disclosures

It appears that all attachments in the application have been processed correctly. Please review the uploads to ensure the full contents of all attached files display as expected. Not all file types may accurately print to PDF.

BUDGET INFORMATION - Non-Construction Programs**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. HIV Prevention	93.940			\$6,015,822.00		\$6,015,822.00
2. HIV Surveillance	93.940			\$1,788,484.00		\$1,788,484.00
3. PS18-1802.NU62 Integrat						
4. PS18-1802.NU62 Integrat						
5. Totals				\$7,804,306.00		\$7,804,306.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) HIV Prevention	(2) HIV Surveillance	(3) HIV Surveillance and Preve	(4) HIV Surveillance and Prev	
a. Personnel	\$1,837,111.00	\$899,167.00			\$2,736,278.00
b. Fringe Benefits	\$826,700.00	\$404,625.00			\$1,231,325.00
c. Travel	\$3,944.00	\$3,434.00			\$7,378.00
d. Equipment					
e. Supplies	\$11,905.00	\$1,302.00			\$13,207.00
f. Contractual	\$2,771,943.00	\$200,317.00			\$2,972,260.00
g. Construction					
h. Other	\$104,941.00	\$54,847.00			\$159,788.00
i. Total Direct Charges (sum of 6a-6h)	\$5,556,544.00	\$1,563,692.00			\$7,120,236.00
j. Indirect Charges	\$459,278.00	\$224,792.00			\$684,070.00
k. TOTALS (sum of 6i and 6j)	\$6,015,822.00	\$1,788,484.00			\$7,804,306.00
7. Program Income					

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8 HIV Prevention				
9. HIV Surveillance				
10. PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for Hea				
11. PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for Hea				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$7,804,306.00	\$1,951,076.50	\$1,951,076.50	\$1,951,076.50	\$1,951,076.50
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$7,804,306.00	\$1,951,076.50	\$1,951,076.50	\$1,951,076.50	\$1,951,076.50

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. HIV Prevention				
17. HIV Surveillance				
18. PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for Hea				
19. PS18-1802.NU62 Integrated HIV Surveillance and Prevention Programs for He				
20. TOTAL (sum of lines 16-19)				

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \$7,120,236	22. Indirect Charges: \$684,070
23. Remarks: 25% of total salaries	

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Susan Phipp</p>	<p>* TITLE</p> <p>Director, PHD</p>
<p>* APPLICATION ORGANIZATION</p> <p>City & County of San Francisco</p>	<p>* DATE SUBMITTED</p> <p>10/17/2022</p>

Standard Form 424B (Rev. 7-97) Back

Project Abstract Summary

This Project Abstract Summary form must be submitted or the application will be considered incomplete. Ensure the Project Abstract field succinctly describes the project in plain language that the public can understand and use without the full proposal. Use 4,000 characters or less. Do not include personally identifiable, sensitive or proprietary information. Refer to Agency instructions for any additional Project Abstract field requirements. If the application is funded, your project abstract information (as submitted) will be made available to public websites and/or databases including USAspending.gov.

* Funding Opportunity Number

Not Applicable

CFDA(s)

* Applicant Name

City & County of San Francisco

* Descriptive Title of Applicant's Project

San Francisco Dept of Public Health High Impact Prevention

* Project Abstract

Application for Federal Assistance SF-424

Version 04

* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input type="radio"/> New <input type="radio"/> Continuation <input checked="" type="radio"/> Revision	* If Revision, select appropriate letter(s): <input type="text" value="Increase Award, Increase Duration"/> * Other (Specify) <input type="text"/>
---	---	---

* 3. Date Received: <input type="text" value="10/17/2022"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text" value="NU62PS924536"/>
--	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="1946000417A8"/>	* c. UEI: <input type="text" value="DCTNHRGU1K75"/>
--	--

d. Address:

* Street1:
Street2:
* City:
County:
* State:
Province:
* Country:
* Zip / Postal Code:

e. Organizational Unit:

Department Name:
Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

Application for Federal Assistance SF-424

Version 04

9. Type of Applicant 1: Select Applicant Type:

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

CDC-National Center for HIV/AIDS, Viral Hepa

11. Catalog of Federal Domestic Assistance Number:

93.940

CFDA Title:

HIV Prevention Activities_Health Department Based

*** 12. Funding Opportunity Number:**

Not Applicable

* Title:

Not Applicable

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

San Francisco Dept of Public Health High Impact Prevention

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 04

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="7804306"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="0"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="7804306"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB 4040-0013
Expiration Date 02/28/2022

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: City & County of SF - DPH 101 Grove St San Francisco, CA 94102 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:	
6. Federal Department/Agency: dept of transportation	7. Federal Program Name/Description: National Center for HIV/AIDS, Viral Hepa CFDA Number, if applicable: 93.940	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): n/a, n.a 101 Grove St San Francisco 94102	b. Individuals Performing Services (including address if different from No. 10a) (if individual, last name, first name, MI): n/a, n.a 25 Van Ness Ave San Francisco 94102	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Mr. Sajid Shaikh</u> Print Name: <u>Philip, Susan</u> Title: _____ Telephone No: <u>6282067638</u> Date: <u>10/17/2022</u>	

Upload #1

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: HIV Prevention Budget Justification

San Francisco Department of Public Health, SF Division
HIV Prevention Section, Community Health Equity and Promotion
PS18-1802 Integrated HIV Surveillance and Prevention Programs for Health Depts.
Component A HIV Prevention Budget
01/01/2023-05/31/2024 (17 mos)
10.13.2022

A. Salaries	\$1,837,111
B. Mandatory Fringe	\$826,700
C. Travel	\$3,944
D. Equipment	\$0
E. Materials and Supplies	\$11,905
F. Contract/MOU	\$2,771,943
G. Other Expenses	\$104,941
Total Direct Costs	\$5,556,544
H. Indirect Costs (25% of Total Salaries)	\$459,278
TOTAL BUDGET	\$6,015,822

A. SALARIES

\$1,837,111

Position Title and Name	Annual	Time	Months	Amount Requested
Manager II Vacant – Estimate Hire Date April2023	\$167,492	50%	14 months	\$97,704
Senior Health Educator N. Underwood	\$134,498	100%	17 months	\$190,539
Health Educator Vacant – Estimate Hire Date Jan2023	\$119,600	45%	17 months	\$76,245
Health Program Coordinator III J. McCright	\$133,874	95%	17 months	\$180,172
Disease Control Investigator/Health Worker III Gloria D. Calero	\$96,746	75%	17 months	\$102,793
Epidemiologist II J. Chin	\$135,876	45%	17 months	\$86,621
Principal Admin Analyst II I Carmona	\$170,534	10%	17 months	\$24,159
Health Program Coordinator III N. Trainor	\$133,874	100%	17 months	\$94,827
Health Program Coordinator I Vacant vice Chadderon - Estimated hire date Jan 2023	\$105,066	50%	17 months	\$74,422
Health Program Coordinator I Vacant vice Theresa Ick - Estimated hire date Jan 2023	\$105,066	100%	17 months	\$148,844
Health Worker II Estimate Hire Date April 2023	\$80,964	50%	14 months	\$94,458
Health Worker III Vacant vice Moses Vega - Jail Health Services - Estimated hire date April 2023	\$80,964	50%	14 months	\$47,229
Management Assistant B. Chan Lew	\$106,184	50%	17 months	\$75,214
Health Program Coordinator I Vacant – Estimate Hire Date April2023	\$119,600	100%	14 months	\$139,533
Health Program Coordinator I T. Touhey	\$119,600	75%	17 months	\$127,075
Health Educator H. Hjord	\$125,034	90%	17 months	\$159,418
Health Educator M. Paquette	\$125,034	10%	17 months	\$17,713

Health Program Coordinator III Vacant – Estimate Hire Date April2023	\$133,874	50%	14 months	\$78,093
Principal Admin Analyst II N Macias	\$155,662	10%	17 months	\$22,052

Job Description: Manager II – (Vacant – Estimate Hire Date April2023)

This position is the Director of the Community Health Equity and Promotion Branch (CHEP) which houses San Francisco’s community-based HIV programs that are funded to end new HIV infections and ensure that HIV-infected persons are linked to care and treatment, in collaboration with the branch’s STD and HCV prevention programs. In collaboration with Susan Scheer, Susan Philip, and the CHEP staff, and under the direction of Dr. Tomas Aragon, Principal Investigator, the Director is responsible for ensuring the SFDPH outcomes for Component A (and Component B if funded) are achieved. The Director ensures collaboration across the HIV prevention and care network in San Francisco and supports programs to work collaboratively to ensure effective, sustainable, high impact, cost-efficient programs that decrease HIV incidence and improve health equity. The Director oversees multiple HIV, STD, and HCV prevention interventions throughout SF funded with CDC funds, City General Funds, and a California State funds. The Director oversees the work of CHEP to inform policies, laws, and other structural factors that influence HIV prevention and treatment, emphasizing the need to address an individual’s overall health as part of HIV prevention efforts. The Director also oversees a team of staff members that serve as the primary contact for community-based providers. The Director works closely with the HIV Community Planning Council (HCPC) and sits on the steering committee for the Getting to Zero Initiative, is a member of UCHAPS and NASTAD, and works closely with the California State Office of AIDS.

Job Description: Senior Health Educator – (N. Underwood)

This position acts as the Quality Improvement and Evaluation Coordinator for CHEP and oversees HIV, HCV, and STD program integration within San Francisco’s system of HIV prevention. Using the results based accountability approach, this position works with SFDPH staff and partners, including community-based organizations, to determine expected outcomes and specific program performance measures. This approach will be used for both Component A and Component B if funded. The Senior Health Educator uses Results Scorecard for the Getting to Zero Initiative. RSC tracks the performance of program and measures the impact of funding and achievement of outcomes. This position oversees the SFDPH team that works with CBOs and monitors outcomes.

Job Description: Health Educator – (Vacant – Estimate Hire Date Jan2023)

This position serves on the quality improvement team for CHEP and is responsible for developing and monitoring performance measures for HIV prevention programs funded through CHEP. The position ensures that the goals and objectives of HIV-related grants within SFDPH grants are being met. In addition, this position is a liaison to the HCPC. This position will ensure that the new testing strategy is implemented through providing training to HIV test counselors and technical assistance to HIV test providers.

Job Description: Health Program Coordinator III – (J. McCright)

This position serves as one of the Deputy Directors of the CHEP branch and oversees HIV and STD prevention staff and integration of HIV, STD, and HCV prevention activities in community-based testing for gay men and other MSM. The Deputy Director supervises staff that perform HIV testing and outreach in the community as well as staff that implement environmental prevention in sex clubs, massage parlors, and other commercial sites where sex among men may occur.

Job Description: Disease Control Investigator – (G. Calero)

This position conducts interviews and field investigations of patients with communicable and other disease diagnoses and individuals named as contacts with such patients; evaluates information concerning individual patients and contacts; makes routine follow-ups in order to progress investigations to successful conclusions; keeps detailed records and files pertaining to contacts and investigations; and performs related duties as required.

Job Description: Epidemiologist II – (J. Chin)

The Epidemiologist ensures that HIV testing and Risk Reduction Activities data are collected and submitted by internal and external programs, cleaned, stored and prepared for reports on a timely basis. The Epidemiologist manages Evaluation Web data and reports and is responsible for providing technical assistance for community-based staff collecting and entering testing data. The position interfaces with CDC and contractors to submit data and trouble shoots data problems.

Job Description: Principal Administrative Analyst II (I. Carmona)

This position oversees the system for grant management for the division and will be responsible for quality management of contract documents. This position will also coordinate the contract development process, study, recommend, and implement system changes and provide technical assistance process. This position will train new program managers and program liaisons on issues related to contract work.

Job Description: Health Program Coordinator III – (Nikole Trainor)

This position acts as the Community-Based HIV Prevention Services Coordinator. Oversees all community-based program liaison activities for the CHEP branch. He manages staff that work directly with community-based organizations and other providers to support the implementation and evaluation of programs to meet the goals and objectives of the HIV prevention strategy. The position manages staff that provide technical assistance and training to contractors to build capacity and ensure deliverables are met in HIV testing, prevention with negatives and positives, condom distribution, and policy initiatives. Oversees budget management for community-based organizations. Primary liaison to the Contract Development and Technical Assistance Section, the Business Office of Contract Compliance, the Contracts Unit and all fiscal offices. Acts as primary liaison to the data management branch, ARCHES, EvalWeb, and CDC liaison.

Job Description: Health Program Coordinator I – (Vacant vice Chadderon - – Estimated Hire Date Jan 2023)

This position acts as government co-chair to the HCPC and supports development and implementation of HIV testing strategies in community-based settings and substance use treatment sites. Trains HIV test counselors to ensure the SF HIV strategy is implemented. The position provides direction to substance use organizations on implementation of HIV testing programs and participates in the drug user health initiative an internal planning body to SFDPH.

Job Description: Health Program Coordinator I – (Vacant vice T. Ick- Estimate Hire Date Jan 2023)

This position supports development and implementation of HIV testing strategies in community-based settings. Trains HIV test counselors to ensure the SF HIV strategy is implemented. Provides technical assistance on CLIA procedures. The position provides direction to substance use organizations on implementation of HIV testing programs.

Job Description: Health Worker II (Estimate Hire Date April 2023)

The position is a community liaison who ensures that works with community members and bodies to meet the goals and objectives of HIV-related grants within SFDPH. This position oversees community engagement programs with focus populations, especially communities with HIV health disparities.

Job Description: Health Worker III (Estimate Hire Date April 2023 - Jail Health Services)

The position is a community liaison who ensures that works with community members and bodies to meet the goals and objectives of HIV-related grants within SFDPH. This position oversees community engagement programs with focus populations, especially communities with HIV health disparities

Job Description: Management Assistant – (B. Chan Lew)

This position supports the HCPC and staff through the development and implementation of communication systems for coordination of HCPC activities. This position manages the condom distribution program that ensures condoms are accessible throughout the City and County through venues accessible to high prevalence populations. Condoms are provided to venues such as commercial venues, community-based organizations, and convenience stores.

Job Description: Health Program Coordinator II – (Estimate Hire Date April 2023)

The Program Coordinator II provides individual training, technical assistance, and quality assurance oversight to HIV testing sites and other prevention programs, meeting with them regularly as well as providing group California State Certification training. He develops implements and evaluates the training for HIV test counselor certification. Works with the State Office of AIDS to ensure testing training meets State standards. Ensures that most recent testing technologies are implemented with approval from the State and CDC.

Job Description: Health Program Coordinator II – (T. Touhey)

This position is responsible for implementation of community-based HIV, STD, and HCV testing in community settings such as gyms, clubs, and other venues where gay men and other MSM gather. He oversees training, operations, and evaluation of the program. He provides support to initiatives for high prevalence populations, especially those programs reaching African American gay men and other MSM.

Job Description: Health Educator – (H. Hjord)

This position is responsible for integrating behavioral health interventions into HIV prevention and care programs throughout the system of care. Works closely with community-based HIV prevention programs, clinical prevention, and policy areas to integrate with behavioral health. She oversees the intersection of alcohol programs and HIV prevention programs and oversees the SFDPH strategic plan for addressing alcohol. If SF is funded for Component B, this position will project manage the entire Project OPT. She will convene the leadership, the staff, and all partners working on the project to monitor performance measures and achieve outcomes.

Job Description: Health Educator – (Michael Paquette)

This position works as part of the planning team to ensure the HIV Community Planning Council (HCPC) meets the grant requirements and local planning needs. He also coordinates data and qualitative reporting to meet grantor requirements and provides administrative and coordinating support for HIV/HCV testing counseling training efforts.

Job Description: Health Program Coordinator III/ Coordinator of Community Programs for Drug Users (Estimate Hire Date April 2023)

The Coordinator works with the Project Co-Directors and leadership team to manage the *OPT-IN* project components related to community service delivery, and supervises the PSOT Coordinator. Represents the project for the department with community partners and stakeholders and other city departments. The HPCIII will work within the health department and across other city departments to develop plans and implement drug user health. The role includes community engagement and response to the health of drug users and people experiencing homelessness.

Job Description: Principal Administrative Analyst I (N. Macias)

This position oversees the system for grant management for the division and will be responsible for quality management of contract documents. This position will also coordinate the contract development process, study, recommend, and implement system changes and provide technical assistance process. This position will train new program managers and program liaisons on issues related to contract work.

B. FRINGE BENEFITS @ 45%

\$826,700

Fringe Benefit Component	Percentage of Salary	Amount
Unemployment Insurance	0.26%	4,777
Social Sec-Medicare(HI Only)	1.39%	25,536
Social Security (OASDI & HI)	5.94%	109,124
Life Insurance	0.02%	367
Dental Coverage	0.52%	9,553
Retiree Health-Match-Prop B	1.00%	18,371
Health Service-City Match	10.70%	196,571
Retire City Misc	25.17%	462,401
TOTAL	45.00%	826,700

C. TRAVEL

\$3,944

Item		Rate	Cost
Local Travel	Muni Passes and Tokens	2 passes x \$101/pass x 17 months and \$30/ token bag x 17 months	\$3,944

Local Travel: Muni passes are used for staff travel to meetings within San Francisco with contractors, HPPC members, and community members. Tokens are provided to clients as necessary for transportation to appointments when linking to care.

Staff: T. Packer, N. Underwood, J. McCright, G. Calero, E. Loughran, R Cabugo, T. Knoble, T. Touhey.

D. EQUIPMENT

\$0

E. MATERIALS AND SUPPLIES

\$11,905

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Office Supplies	Paper pens, handouts	17 mos	Approx. \$55.8/month X 12.55 FTE	\$11,905

Office Supplies: This line item includes general office supplies required for daily work for programmatic staff, as well as supplies for meetings conducted by the program. These include, but are not limited to paper, pens and handouts.

F. OTHER

\$104,941

Item	Rate	Cost
Office Rent	\$2.734/sq ft x 250 sq. ft. x 12 months x 12.55 FTE	\$102,941
Registration Fee	\$500 x 4 staff	\$2,000

G. CONTRACTUAL		\$2,771,943
Contractor	Total Cost	
Heluna Health	\$677,758	
San Francisco Department of Public Health Disease Prevention and Control (SFDPH STD)	\$1,353,976	
San Francisco Department of Public Health Lab	\$634,667	
Glide	\$53,125	
San Francisco Public Health Foundation	\$35,417	
Shanti Planning Council	\$17,000	

Office Rent: Office rent covers expenses of office space rentals and maintenance for the HPS staff to perform their duties.

Registration: Funds are requested to register for the CDC conference. These funds will cover cost of City staff registration.

Staff: T. Packer, N. Underwood, E. Loughran, T. Knoble

1. Name of Contractor: Heluna Health

Method of Selection: Request for Qualifications (RFQ) RFQ36-2017

Period of Performance: 01/01/2023 - 05/31/2024

Scope of work

i) Service category: Fiscal Intermediary

(1) Award amount: \$677,758

(2) Subcontractor: None

(3) Services provided: Fiscal intermediary services to the SFDPH HPS.

PHFE pays for four staff members and travel that support the goals and objectives of Category A. The staff supports community-based prevention efforts through operations training and technical assistance, in addition to coordination of data systems, expanding and adapting partnerships and collaborations.

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

A. Salaries				\$291,272
Position Title and Name	Annual	Time	Months	Amount Requested
Front Desk Associate J. Handy	\$51,958	40%	17 months	\$30,105.56

Res & Prog. Administrator TBD	\$60,000	90%	17 months	\$78,221.25
Finance Ops M. Martin	\$128,814	40%	17 months	\$74,637.21
Community Health Education Specialist TBD	\$67,870	75%	17 months	\$73,734.39
Program Administrator/RA M. Zaragoza-Soto	\$47,736	50%	17 months	\$34,573.79

Job Description: Front Desk Associate

The Front Desk Associate provides oversight of the reception area, answering a multi-line telephone and directing calls, guests, staff, messenger services and deliveries from various vendors and community-based organizations and other community representatives.

Job Description: Program Administrator

The Program Administrator provides ongoing support for the project, including coordination of meetings and on-going conference calls between all parties involved. She also assists with preparing project presentation and editing reporting documents. She works with the Finance and Operations Manager in managing project expenses.

Job Description: Finance and Operations Manager

The Finance and Operations Manager is responsible for the fiscal management, policy development, and financial reporting of projects related to the SFDPH HPS CHEP. She develops budgets, monitors grants, and establishes contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities. These reports are also used to make staffing, space and other logistically based decisions to ensure capacity, and to meet section needs. The Finance and Operations Manager collaborates with PHFE and SFDPH (Accounts Payable, Payroll, Human Resources, and Fiscal) on a regular basis to facilitate project activities.

Job Description: Community Health Education Specialist

The position will schedule internal meetings, organize training and other logistics, submit travel requests and reimbursements, and assist program staff for both programmatic activities as needed.

A. Fringe Benefits @ 35.64% total salaries \$103,809

Fringe Benefit Component	Percentage of Salary	Amount
FICA	7.41%	21,583

SUI	0.46%	1,340
ETT	0.01%	29
EAP	0.03%	87
403b Contribution	5.86%	17,069
Medical/Dental/Vision Insurance	15.91%	46,341
LTD	0.08%	233
AD&D and LIFE	0.01%	29
Accrued Vacation	4.60%	13,399
Accrued Vacation Fringe	1.27%	3,699
Total	35.64%	103,809

B. Consultant Costs \$0

C. Equipment \$0

D. Materials and Supplies \$176,018

Item	Type	Number Needed	Unit Cost	Amount Requested
Program Supplies	n/a	17 mos	\$2,020.64/month x 17 months	\$34,351.33
Lab Supplies	n/a	17 mos	\$8,333.33/month x 17 months	\$141,666.67
Total				\$176,018

Program Supplies: Funds will be used to purchase program supplies including but not limited to condoms (Estimated@ \$350/month), brand of condoms includes an assortment of ONE, Trustex, and Lifestyle. On average, the quantity of condoms ordered each month is 2000 for distribution during outreach and community engagement activities, non-monetary incentives and promotional incentives for outreach and supplies: shampoo/lotion/soap kits, ponchos, socks, feminine hygiene supplies, etc. (Estimated@ \$1,000/month) needed for implementation of forums and focus groups. Disposable phones and minutes (Estimated@ \$150/month) are purchased to address safety issues for outreach workers. In addition, this line may include supplies required for council and community meetings, costs include materials and light refreshments. Refreshments: snacks, shakes, bottles of water, etc. (Estimated@ ~\$632/month) are provided as incentives and support to community members living with HIV. Providing refreshments assists those who take medication to stay for the duration of the meeting.

Lab supplies: Additional supplies to perform HIV testing including but not limited to tubes, gloves, gauze, bandages, box of specimen collections kits and multi test swabs, etc. (Estimated@ \$50 tubes + \$40 gloves + \$10 bandages+ \$62.5/kit x 40 boxes = \$2,600/month)

E. Travel \$0

B. Other Expenses \$29,750

Item	Rate	Cost
Training	\$500/staff development x 4 staff = \$2,000	\$2,000
Temporary services	\$465.69/month x 17 months	\$7,916.67
Shipping	\$1,000/month x 17 months	\$17,000
Registration Fee		\$2,833.33
Total		\$29,750

Training: Funds necessary to provide continuing education units, skills development, and professional development courses and training.

Training Justification:

- Data Academy, Excel & Word Processing Training: \$200 x 4 = \$800.00
- Leadership/Professional development Training (including continuing education): \$300 x 4 = \$1200.00

Staff:

- Health Program Coordinator I
- Health program Coordinator I
- Health Worker II
- Health Educator

Temporary Services: Funds will be used to cover costs associated with additional services support needed for project activities including but not limited to day-to-day activities and event and program planning. Estimated @ \$40/h x ~12h/month = ~\$2,524/ month

Shipping: Funds for shipping test specimens to public health lab from community agencies. Costs estimated @ \$21/shipment x ~47 shipments/month = ~\$1,000/month

F. Contractual \$0

Total Direct Costs	\$600,850
Total Indirect Costs (@ 12.8% of Modified Total Direct Costs)	\$76,909
Total Costs	\$677,758

2. Name of Contractor: SFPDPH, Disease Prevention and Control Branch, STD Prevention and Control Services

Method of Selection: Health Department Provided Service/Municipal STD Clinic

Period of performance: 01/01/2023 - 05/31/2024

Scope of work:

- Service category: Partner Services and Linkages for Community-Based Settings
 (1) Award amount: \$1,353,976

(2) Subcontractors: None

(3) Services provided: Partner Services and Linkage.

STD Prevention and Control staff for embedded partner services and linkages staff in the two primary HIV testing sites, San Francisco AIDS Foundation and UCSF Alliance Health Project, also funded on this application. Staff works on-site within the HIV testing program to provide immediate partner services and linkage to care for HIV positive clients.

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

A. Salaries

\$840,598

Position Title and Name	Annual	Time	Months	Amount Requested
Health Worker III – V. Love	\$59,725	100%	17 months	\$84,610
Health Worker III – O’Hara	\$59,725	100%	17 months	\$84,610
Health Worker III – TBD, anticipated start date April 1, 2022	\$59,725	100%	14 months	\$69,679
Health Worker III – M. O’Neil	\$59,725	100%	17 months	\$84,610
Social Worker – A. Scheer	\$86,762	5%	17 months	\$12,291
Epidemiologist II – T. Nguyen	\$101,742	30%	17 months	\$43,240
Epidemiologist I – S. Stephens	\$74,965	44%	17 months	\$42,480
IT Operations Support – L. Feng	\$68,590	25%	17 months	\$24,292
Health Worker II – M. Reid	\$56,598	100%	17 months	\$80,181
Sr. Physician Specialist – Darpun Sachdev	\$187,000	75%	17 months	\$198,688
Health Program Coordinator II – Erin Antunez	\$81,822	100%	17 months	\$115,915
Total				\$840,598

Job Description: Health Worker III – V. Love

This position provides case management, partner services and linkages activities for new HIV cases, early syphilis cases that are co-infected with HIV and their partners from medical settings; provides HIV/STD prevention, risk reduction, risk assessment and disclosure counseling; makes and verifies completion of referrals; performs rapid HIV test and/or phlebotomy and performs field investigation and other follow up for HIV positive clients who do not return for their test results or who are infected with an STD and need treatment.

Job Description: Health Worker III – O’Hara

This position will provide case management, partner services and linkages activities for new HIV cases, early syphilis cases that are co-infected with HIV and their partners from medical settings, provide HIV/STD prevention, risk reduction, risk assessment and disclosure counseling;

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make and verify completion of referrals; perform rapid HIV tests and/or phlebotomy and perform field investigation and other follow up for HIV positive clients who do not return for their test results or who are infected with an STD and need treatment.

Job Description: Health Worker III – (TBD)

The Health Worker II is Linkage to Care/Partner Services Specialist. This position ensures that new HIV cases and early syphilis cases that are co-infected with HIV form medical settings receive partner services and linkage to care; provide case management and third party partner services for sex partners of HIV infected individuals; provides HIV/STD prevention counseling, risk reduction, risk assessment and disclosure counseling; make and verify completion for referrals; perform rapid HIV tests and/or phlebotomy and perform field investigation and other follow up for HIV positive clients who do not return for their test results or who are infected with an STD and need treatment.

Job Description: Health Worker III – M. O’Neil

This position works as part of the community planning team to ensure the HPPC meets the grant requirements and local planning needs. He will provide HIV and STD prevention outreach at community events and provides technical assistance and training for HIV prevention providers. This position will also work in the San Francisco City Clinic, the municipal STD clinic, to provide HIV/STD testing to clients seeking care.

Job Description: Social Worker – A. Scheer

This position provides enhanced counseling and referrals for high risk negative clients and crisis intervention and referrals for active engagement and re-engagement in CARE for HIV positive clients identified through the third party partner notification program, counsels newly diagnosed HIV patients about the importance of partner services and assists with this activity as needed.

Job Description: Epidemiologist II – T. Nguyen

This position oversees all related surveillance activities; performs QA of data reported through the various surveillance streams; creates, implements, and oversees policy and protocol development for HIV activities; supervises data entry and other surveillance staff; identifies and problem solves parries to improving HIV surveillance; acts as back-up support for the integrated data-infrastructure of the program and liaises with partners on HIV/STD surveillance and program evaluation issues.

Job Description: Epidemiologist I – S. Stephens

This position performs routine data QA and verification, cleaning, report generation and analysis; generates data set architectures and work with partners to ensure accurate and timely transfer of required data; assists in developing evaluations of epidemiologic data as they relate to HIV services offered and assist in analysis, presentation, and dissemination of results; and liaises with partners across programs to assist in policy development, planning and implementation.

Job Description: IT Operations Support – L. Feng

This position enters all required data into specified computerized databases, performs QA on the data and ensures that errors are identified and corrected, generates standardized statistical reports, updates data files and performs routine computer programming.

Job Description: Health Worker II – M. Reid

This position will provide case management, partner services and linkages activities for new HIV cases, early syphilis cases that are co-infected with HIV and their partners from medical settings, provide HIV/STD prevention, risk reduction, risk assessment and disclosure counseling; make and verify completion of referrals; perform rapid HIV tests and/or phlebotomy and perform field investigation and other follow up for HIV positive clients who do not return for their test results or who are infected with an STD and need treatment.

Job Description: Sr Physician Specialist – D. Sachdev, MD

The Sr Physician Specialist will oversee all aspects of the Expanded Testing Initiative, in addition to development and implementation of other HIV prevention initiatives in clinical settings such as navigation/retention interventions. The Physician Specialist will work with medical providers to support partner services and the SFDPH treatment guidelines. The Physician Specialist will focus on collaboration and coordination to integrate efforts into a seamless continuum of care. This position will report to the Director, Disease Prevention and Control and will supervise and provide back-up clinical support to the Navigation and Expanded Testing field staff. In addition to the responsibilities outlined above, the Physician Specialist will lead the Team efforts to analyze data, assess gaps in reporting capacity, identify barriers to reporting on reimbursement reporting and work with stakeholders to develop and implement systems to better monitor billing processes to ensure that third-party payors are the payors of first resort. This position requires acknowledge of laboratory data systems, current billing protocols and ICD-10 codes and ability to negotiate with multiple SFDPH departments and University of California San Francisco Medical Center entities.

Job Description: Health Program Coordinator II – (Erin Antunez)

The SFDPH LINCS (Linkage, Integration, Navigation, and Comprehensive Services) Navigation Coordinator works under the supervision of the Director of Clinical Prevention and leads or assists in the development of the systems, policies and procedures, quality assurance (QA) measures, and training manuals needed for LINCS operations. This staff person directly oversees the HIV care navigator and is responsible for collecting data used to track client service utilization and monitor program outcomes. The coordinator also helps build and maintain the internal capacity to monitor and evaluate the outcomes of the LINCS Program.

B. Fringe Benefit @46% \$386,676

Fringe Benefit Component	Percentage of Salary	Amount
Unemployment Insurance	0.26%	2,186
Social Sec-Medicare(HI Only)	1.39%	11,684

Social Security (OASDI & HI)	5.94%	49,932
Life Insurance	0.02%	168
Dental Coverage	1.49%	12,525
Retiree Health-Match-Prop B	1.00%	8,406
Health Service-City Match	10.70%	89,944
Retire City Misc	25.20%	211,831
TOTAL	46%	386,676

- C. Consultant Costs \$0
- D.
- E. Equipment \$0
- F. Materials and Supplies \$126,702

Item	Type	Number Needed	Unit Cost	Amount Requested
Test Supplies	NAAT GC/CT Testing Kits	10364	\$12/test x 10364 tests	\$124,369
STD Supplies	assortment of ONE, Trustex, and Lifestyle condoms and assorted Lube.	1,024 assortment-condoms)	\$142/month x 12 months Condoms: \$74.00 per month Lube: \$37/per month x 6 bags (100 pack)	\$2,333

Test Supplies: Funds are requested to purchase safer sex packets and STD test kits to use during outreach events where staff performs rectal, pharyngeal, and urine gonorrhea (GC) and Chlamydia (CT) testing and syphilis testing.

STD Supplies: Funds are requested to purchase supplies including **condoms**/lube

- G. Travel \$0
- H. Other Expenses \$0
- I. Contractual \$0
- Total Direct Costs SFDPH STD \$1,353,976
- J. Indirect Costs SFDPH STD \$0
- Total Costs SFDPH STD \$1,353,976

3. Name of Contractor: SFDPH Public Health Lab

Method of Selection: Health Department Provided Service/Public Health Lab

Period of performance: 01/01/2023 - 05/31/2024

Scope of work

(1) Service category: HIV Testing: Laboratory Services

(1) Award amount: \$634,667

(2) Subcontractors: none

(3) Services provided: Specimen Processing for HIV tests for Community-Based HIV Testing Partners

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

A. Salaries:

\$362,355

Position Title and Name	Annual	Time	Months	Amount Requested
Senior Microbiologist – J. Lei	\$149,997	100%	17 months	\$212,495
Microbiologist – V. Olivas	\$26,648	25%	17 months	\$37,751
Laboratory Technician II – H. Li	\$79,135	100%	17 months	\$112,108

Job Description: Senior Microbiologist – J. Lei

The Sr. Microbiologist is responsible for overall supervision of the HIV testing section. The responsibilities include training of technical personnel, review of quality control records, and review of all results prior to reporting, preparing protocols, monitoring performance of the tests and assignment of responsibilities. Moreover, the Senior Microbiologist assembles, organizes and provides all data regarding HIV testing for the HPS at SFDPH.

Job Description: Microbiologist – V. Olivas

The Microbiologist conducts HIV antibody test, including screening and confirmation tests. The responsibilities include performing screening (EIA and CMMIA) and supplemental testing (IFA and WB) on blood-based and oral fluid specimens, validating and reporting test results and performing quality control procedures. The Microbiologist also performs RNA testing on pooled specimens and tests individual specimens for RNA when required.

Job Description: Laboratory Technician II – H. Li

The Laboratory Technician processes and prepares specimens for HIV-1 antibody testing for the HIV Testing program. The Lab Technician also prepares the pooled specimens tested or HIV RNA. The principal duties include logging-in and labeling specimens, validating specimens requisition/report forms, separation of serum by centrifugation of pipetting oral fluids and preparation of worksheets and reagents. This position also daily monitors laboratory equipment such as refrigerators and centrifuges for quality assurance purposes.

B. Fringe Benefits @ 48% \$173,930

Fringe Benefit Component	Percentage of Salary	Amount
Unemployment Insurance	0.26%	942
Social Sec-Medicare(HI Only)	1.39%	5037
Social Security (OASDI & HI)	5.94%	21524
Life Insurance	0.02%	72
Dental Coverage	2.52%	9131
Retiree Health-Match-Prop B	1.00%	3624
Health Service-City Match	10.70%	38772
Retire City Misc	26.17%	94828
TOTAL	48.000%	173,930

C. Consultant Expenses \$0

D. Equipment: \$0

E. Materials and Supplies: \$74,648

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Test Kits (HIV and RNA)	HIV Tests	3625	\$7.10/ test x 3,625 HIV tests	\$25,738
	RNA Tests	933	\$46.00 x 933 RNA tests	\$42,922
Specimen Database Maintenance	n/a		\$352/month x 17 months	\$5,988
Total				\$74,648

Test Kits – funds for the purchasing of HIV EIA, CMMIA, IFA test kits.

Monthly contract maintenance for MLAB, the laboratory’s Information Management System (LIS) and other preventive maintenance service for instruments in the Public Health Laboratory.

Specimen Database Maintenance – Funds will be used to cover regular maintenance of specimen database.

F. Travel \$0

G. Other Expenses \$23,735

Item	Description	Cost
Rental of Equipment	\$1,176.47/month x 17 months	\$20,000

Message/Courier Services	Approx. \$219.71/month x 17 months	\$3,735
Total		\$23,735

Rental Equipment – Rental costs for MLAB, the laboratory information management system (LIS) and other preventive maintenance service for instruments in the Public Health laboratory.

Shipping/Delivery – Funds for message services for daily delivery of blood specimens to the Public Health Laboratory.

H. Contractual	\$0
Direct Costs	\$634,667
I. Indirect Costs	\$0
Total Costs	\$634,667

4. Name of Contractor: Board of Trustees of the Glide Foundation

Method of Selection: Request for Proposals (RFP) RFP30-2015

Period of performance: 01/01/2023 - 05/31/2024

Scope of work

(i) Service category: HIV Testing: Laboratory Services

1. Award amount: \$53,125
2. Subcontractors: none
3. Services provided: Staff will engage in harm reduction and linkage to care/outreach in the community, street based, SRO Hotels, Methadone Programs, city shelters, and treatment programs, will be part of our recruitment outreach.

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

A. Salaries \$33,511

Position Title and Name	Annual	Time	Months	Amount Requested
Health Systems Navigator- Andi Germaey	\$50,004	50%	11 months	\$22,919
HIV Program Manager – Juliana DePietro	\$74,232	5%	11 months	\$3,403
Clinical Director – Roderick Penalosa	\$90,000	5%	11 months	\$4,125
Phlebotomist – Amy Chow	\$51,417	6.5%	11 months	\$3,064

Job Description: Health Systems Navigator- Andi Germaey

Support clients in active linkages to care, advocates for clients, conducts street outreach, helps clients to make scheduled appointments, places reminder calls, performs home visits, accompanies clients to appointments and performs HIV/Hep C testing and performs confirmatory blood draws.

Job Description: HIV Program Manager - Juliana DePietro

Manages all aspects of HIV/Hep C & Harm Programs, compiles data and attends all relevant meeting with DPH and other contract staff, and supervises all staff.

Job Description: Clinical Director - Roderick Penalosa Provides staff with clinical supervision, both individual and group, supports the team.

Job Description: Phlebotomist – Amy Chow

Conducts Street Outreach, provides HIV/HCV Testing, supports all aspects of programs; Phlebotomy.

B. Fringe Benefits @ 25% \$8,378

Fringe Benefit Component	Percentage of Salary	Amount
Social Security (OASDI & HI)	7.66%	2567
Retirement	2.00%	670
Medical	9.00%	3016
Dental	1.00%	335
Unemployment Insurance	3.73%	1250
Paid Time Off	1.61%	540
TOTAL	25.00%	8,378

C. Consultant Expenses \$0

D. Equipment: \$0

E. Materials and Supplies: \$1,151

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Supplies	Office supplies.		\$74.25/month x 12 months	\$891
Duplication/Printing	Educational Materials.		\$21.67/month x 12 months	\$260
Total				\$1,151

F. Travel \$1,375

Item		Rate	Cost
Staff Travel/Client Escorts	car share. 6 months	125/month x 11 months	\$1,375
Total			\$1,375

G. Other Expenses \$1,780

Item	Description	Cost
Incentives	Health Visits. \$10/visit x 50 clients x 2 visits per person	\$1,000
Incentives	Testing. \$10/test x 78 participants	\$780
Total		\$1,780

Incentive Justification & Policy and Procedure:

Incentives will be used to encourage clients to attend health visit and get routine testing. Each client will receive a \$10.00 Gift card for attending their health visits and/or testing. All gift cards are required to be stored in a secured locked cabinet. All gift cards will be tracked using an internal tracking sheet. Upon distribution of each gift card, designated staff member is required to sign tracking sheet indicating the date card was distributed and to whom. Participant must also sign tracking sheet to confirm participant received card. The purchase of gift cards along with itemized card numbers will also be documented on the tracking sheet.

H. Contractual	\$0
Direct Costs	\$46,196
I. Indirect Costs (15%)	\$6,929
Total Costs	\$53,125

5. Name of Contractor: San Francisco Public Health Foundation

Method of Selection: Request for Proposals (RFP) RFP36-2017

Period of performance: 01/01/2023 - 05/31/2024

Scope of work

Service category: Award

(1) Amount: \$35,417

(2) Subcontractors: none

(3) Services provided: The End Hep C Initiative supports implementation of the microelimination work in which End Hep C SF concentrates elimination activities on people living with HIV and HCV. These funds will

support the End Hep C SF Coordinator who coordinates activities related to general infrastructure support of the initiative including, scheduling meetings, taking and posting meeting notes, sending reminders, ordering supplies for community events, managing social media in support of events.

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

A. Salaries				\$24,792
Position Title and Name	Annual	Time	Months	Amount Requested
End Hep C Coordinator – Joanne Kay	\$50,000	35%	17 months	\$24,792

Job Description: End Hep C Coordinator (Joanne Kay), this position will coordinate activities related to general infrastructure support of the initiative including, scheduling meetings, taking and posting meeting notes, sending reminders, ordering supplies for community events, managing social media in support of events.

B. Fringe Benefits @ 29.87%		\$7,405
Fringe Benefit Component	Percentage of Salary	Amount
Social Security (OASDI & HI)	8.65%	2145
Retirement	2.00%	496
Medical	13.00%	3223
Dental	2.50%	620
Unemployment Insurance	3.72%	922
TOTAL	29.87%	7,405

C. Consultant Expenses	\$0
D. Equipment:	\$0
E. Materials and Supplies:	\$0
F. Travel	\$0
G. Other Expenses	\$0
H. Contractual	\$0
Direct Costs	\$32,197
I. Indirect Cost 10%	\$3,220
Total Costs	\$35,417

6. Name of Contractor: Shanti Planning Council
Method of Selection: Request for Proposals (RFP) RFP36-2018

Period of performance: 01/01/2023 - 05/31/2024

Scope of work

Service category: HIV Planning Council Meeting Support

- (1) Award amount: \$17,000
- (2) Subcontractors: none
- (3) Services provided: To provide administrative, training and development support to the HIV Community Planning Council in fulfilling its mission in policy development, community and service planning functions, and the prioritization of resource allocation as mandated by HRSA and Ryan White HIV/AIDS Treatment Modernization Act of 2006, and the CDC requirements as set forth in the Guidance for HIV Prevention Community Planning. Additionally, to provide relevant and necessary information to the public (namely San Francisco residents) regarding Planning Council activities.

Method of Accountability: Annual program and fiscal and compliance monitoring

Itemized budget and justification:

- A. Salaries \$0
- B. Fringe Benefits \$0
- C. Consultant Expenses \$0
- D. Equipment: \$0
- E. Materials and Supplies: \$786

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Office Supplies	Paper pens, handouts	17 mos	Approx. \$46.25/mos	\$786

Office Supplies: This line item includes general office supplies required for daily work for staff, as well as supplies for meetings conducted by the program. These include, but are not limited to paper, pens and handouts.

- F. Travel \$420

2. Item	Type	Rate	Cost
Taxi fare	Local Transportation	28 trips X \$15/trip = \$420	\$420

Local Travel: Staff travel to meetings with HPPC members, community members and other key stakeholders.

Staff member: Betty Lew, Eileen Loughran

G. Other Expenses \$15,794

Item	Description	Rate/Formula	Cost
Needs Assessment.	Incentive for needs assessment participants.	\$39 x 100 participants	\$3,900
Council Meetings.	Supplies and refreshments for council meetings for 17 meeting	\$599.58 x 17 mtgs	\$10,194
Council Members Travel Expense.	Marin, San Mateo, and San Francisco travel to meetings.	\$20.00 x 5 participants x 17 meetings	\$1700
TOTAL Other			\$15,794

Incentive Policy and Procedure:

Incentives will be used for community members who participate in community needs assessment which focus on HIV needs among the priority population. Each client will receive a \$25.00 Gift card. All gift cards are required to be stored in a secured locked cabinet. All gift cards will be tracked using an internal tracking sheet. Upon distribution of each gift card, designated staff member is required to sign tracking sheet indicating the date card was distributed and to whom. Participant must also sign tracking sheet to confirm participant received card. The purchase of gift cards along with itemized card numbers will also be documented on the tracking sheet.

Light Refreshments Justification: Snacks, shakes, bottles of water, etc. are provided as incentives and support to community members living with HIV. Providing refreshments assists those who take medication to stay for the duration of the meeting.

H. Contractual	\$0
Direct Costs	\$17,000
I. Indirect Costs	\$0
Total Costs	\$17,000

TOTAL DIRECT COSTS:	\$5,556,544
INDIRECT COSTS (25% of total salaries)	\$459,278
TOTAL BUDGET:	\$6,015,822

Upload #2

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: HIV Surveillance Budget Justification

San Francisco Department of Public Health, SF Division
Applied Research, Community Health Epidemiology, and Surveillance Branch
PS18-1802 Integrated HIV Surveillance and Prevention Programs for Health Depts.
Component A HIV Surveillance Budget
01/01/2023-05/31/2024 (17 months)
10.13.2022

A. Personnel	\$899,167
B. Mandatory Fringe	\$404,625
C. Consultant Costs	\$0
D. Equipment	\$0
E. Materials and Supplies	\$1,303
F. Travel	\$3,434
G. Other Expenses	\$54,847
H. Contractual	\$200,317
TOTAL DIRECT COSTS	\$1,563,692
I. Indirect Costs (25% of total salaries)	\$224,792
TOTAL BUDGET	\$1,788,484

A. SALARIES

\$899,167

Position Title and Name	Annual	FTE	Months	Amount Requested
Director of HIV Case Surveillance/Manager I L. Hsu	\$158,163	100%	17	\$224,065
Director, HIV Epidemiology ARCHES/Manager II A. Jones	\$158,163	60%	12	\$94,898
Epidemiologist II S. Pipkin (.80 FTE)	\$108,701	50%	17	\$76,996
Health Program coordinator II V. Delgado	\$119,600	15%	17	\$25,415
IT Operations Support R. San Juan	\$97,011	50%	17	\$68,716
IT Operations Support B. Van	\$97,011	5%	17	\$6,872
Epidemiologist II Vacant - Estimated Hire Date Jan2023	\$106,444	100%	17	\$150,796
Epidemiologist II V. Nimbai (.60 FTE)	\$81,526	100%	17	\$115,495
Health Program Coordinator I Vacant- Estimated Hire Date Jan 2023	\$95,940	100%	17	\$135,915

Job Description: Director of HIV Case Surveillance (L. Hsu) Principal duties include directing and coordinating HIV/AIDS surveillance and reporting activities, conducting epidemiological studies and statistical analyses related to the HIV and AIDS registry. She oversees data collection, management, analysis, and use of the data for HIV/AIDS surveillance. She is responsible for developing methods for conducting retrospective and prospective medical chart reviews, developing methods and logistics to evaluate HIV/AIDS surveillance and reporting activities, analyzing, evaluating, and interpreting statistical data in preparing HIV/AIDS reports, responding to surveillance data requests and disseminating HIV/AIDS epidemiological data through presentations and publications, preparing annual progress reports, and developing grant proposals. She supervises the performance of one Health Program Coordinator II, three Epidemiologist II and one Epidemiologist I. She is the primary contact person with the CDC and the State regarding HIV/AIDS surveillance/reporting issues.

Job Description: As the Director of the HIV Epidemiology Section for the Applied Research, Community Health Epidemiology and Surveillance Branch (A.Jones) Principal duties include planning, developing, coordinating, directing and evaluating all scientific aspects of HIV/AIDS surveillance and epidemiological studies. She is responsible for overseeing data collection and analysis, interpreting, writing and disseminating findings. She will serve as the Co-Director of the CDC PS18-1802 NOFO and will be responsible for assuring that surveillance activities and data are fully integrated with program goals and activities and are used to evaluate programs and identify areas for improvement. She will serve as the primary representative for SFPDH on HIV surveillance activities and attend all CDC program meetings as the SFPDH surveillance representative. She will supervise four senior epidemiologists.

Job Description: Epidemiologist II (S. Pipkin) Principal duties include assisting the State Office of AIDS in the development of standards and protocols for eHARS data transfer, quality assurance, case merging, duplicate management, and out of jurisdiction and out of state HIV/AIDS cases. She will serve as the key contact person to the State Office of AIDS for eHARS. She is responsible for analyzing HIV/AIDS surveillance data, preparing technical and scientific reports, responding to surveillance data requests, developing computer programs and procedures for conducting matches with other databases or registries, processing electronic laboratory reports, and developing methods to evaluate the HIV/AIDS surveillance system. She has direct supervision of four staff members: two epidemiologists, and two data entry IS operators.

Job Description: Health Program Coordinator II (V. Delgado) Principal duties include coordinating surveillance activities, establishing and maintaining active HIV/AIDS surveillance at local medical facilities, performing field staff data collection quality assurance including review of completed case report forms and prospective and retrospective chart review forms, and conducting validity evaluation by re-abstracting case information on 10% of previously reported cases. She coordinates data sharing activities with SFPDH's partner services and linkage to care program. She conducts RIDR, resolves duplicated case reports with other jurisdictions and obtains updated information for our cases. She is responsible for ensuring that protocols for conducting surveillance field activities as well as security and confidentiality procedures are adhered to. She supervises one Health Program Coordinator I and indirectly supervises four field staff.

Job Description: IT Operations Support (R. San Juan)
Principal duties include entering new HIV and AIDS case data, out-of-jurisdiction cases, updates and corrections into eHARS and other relational databases, entering hard copy reports for electronic data processing, scanning hard copies of case records to image files, and entering prospective and retrospective chart review data for HIV and AIDS cases into eHARS and other databases used in the surveillance program. She is responsible for implementing database back-up and assists with computer software update and other information system technical support.

Job Description: IT Operations Support (B. Van)

Principal duties include entering new HIV and AIDS case data, out-of-jurisdiction cases, updates and corrections into eHARS and other relational databases, entering hard copy reports for electronic data processing, scanning hard copies of case records to image files, and entering prospective and retrospective chart review data for HIV and AIDS cases into eHARS and other databases used in the surveillance program. She is responsible for implementing database back-up and assists with computer software update and other information system technical support.

Job Description: Epidemiologist II (Vacant Estimated Dec Date Jan 2023) Principal duties include developing computer programs and procedures for conducting matches with other databases or registries, performing data processing, monitoring, and management of electronic laboratory and case reporting data, conducting and coordinating data quality assurance and evaluation, developing standard operating procedures for data processing and management, participating in development of integrated surveillance and laboratory data system, responding to surveillance data requests, analyzing surveillance data, and preparing statistical summary reports.

Job Description: Epidemiologist II (V. Nimbal) Principal duties include developing computer programs and procedures for conducting matches with other databases or registries, performing data processing, monitoring, and management of electronic laboratory and case reporting data, conducting and coordinating data quality assurance and evaluation, developing standard operating procedures for data processing and management, participating in development of integrated surveillance and laboratory data system, responding to surveillance data requests, analyzing surveillance data, and preparing statistical summary reports.

Job Description: Health Program Coordinator II (Vacant – Estimated Dec Date Jan 2023) The project coordinator (PC) will facilitate collaboration between HIV surveillance and MMP. They will act as the main contact for San Francisco medical care providers, assisting in gaining access to medical records for abstraction, contact information for participants, and will be able to reassure MMP sites about security and confidentiality by relating it to the core surveillance guidelines.

B. MANDATORY FRINGE @ 45.0%

\$404,625

Fringe Benefit Component	Percentage of Salary	Amount
Unemployment Insurance	0.26%	2,338
Social Sec-Medicare(HI Only)	1.39%	12,498
Social Security (OASDI & HI)	5.94%	53,411
Life Insurance	0.02%	180
Dental Coverage	0.52%	203,841
Retiree Health-Match-Prop B	1.00%	2,338

Health Service-City Match	13.20%	12,498
Retire City Misc	22.67%	53,411
TOTAL	45.00%	404,625

C. CONSULTANT COSTS **\$0**
D. EQUIPMENT **\$0**

E. MATERIALS AND SUPPLIES **\$1,303**

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Office Supplies	Paper pens, handouts	17 mos	Approx. \$13.22/month X 5.80 FTE	\$1,303

Office Supplies: This line item includes general office supplies required for daily work for programmatic staff, as well as supplies for meetings conducted by the program. These include, but are not limited to paper, pens and handouts.

F. TRAVEL **\$3,434**

Travel		Rate	Quantity	Cost
Local Travel	Muni Pass	\$101/mo./staff	x 17 mo. x 2 staff	\$3,434

Local Travel: To purchase bus passes to travel to sites to conduct surveillance activities and field investigations for Surveillance staff.

Staff: L. Hsu, S Pipkin, V. Delgado, V. Nibmal

G. OTHER **\$54,847**

Item	Rate	Cost
Office Rent	\$1.93/sq.ft./month x 250 sq. ft. x 17 months X 5.80 FTE	\$47,575
Printing	Flat Rate	\$7,272

Office Rent: Funds to cover expenses of space rentals and maintenance for the Surveillance staff and security for HIV/AIDS registry for compliance with CDC requirements and mandates.

Printing: Funds cover cost of developing, printing and disseminating annual report.

H. CONTRACTUAL **\$200,317**

1. Name of contractor: Heluna Health

Method of Selection: Request for Qualifications (RFQ) RFQ36-2017

Period of performance: 1/1/2023 – 05/31/2024

Method of accountability: The contractor will follow the CDC and SFPDH procedures; will follow strict performance timelines; contractor’s performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Description of activities: Heluna Health will provide the staffing for the development of databases, data management and analysis, maintenance and technical services for computer equipment, and for conducting surveillance field activities including reviewing medical records and collecting case report information. They have demonstrated expertise in this area and have an established relationship with the SFPDH.

Itemized budget with narrative justification:

a. Salaries \$127,318

Position Title and Name	Annual	Time	Months	Amount Requested
Research Associates Gonzalez, Jackson, Raynor and Alvarado	\$66,144	25%	17	23,426
Front Desk Associate J. Handy	\$55,120	24%	17	18,789
Administrative Assistant A. Flandez	\$81,383	25%	17	28,823
Program Coordinator Wiley Kornbluh	\$85,524	25%	17	30,290
Data Manager L. Phan	\$92,197	20%	17	25,990

Job Description: (Gonzalez, Jackson, Raynor and Alvarado) Research Associate principal duties include establishing and maintaining active HIV/AIDS surveillance at local medical facilities, consisting of multiple weekly field visits to identify HIV/AIDS cases by contacting the infection control practitioner and reviewing admissions logs, laboratory ledgers and medical records; responsible for conducting health status updates, retrospective and prospective chart reviews on HIV/AIDS cases including updating contact information for Data-to-Care activities.

Job Description: (J. Handy) The Front Desk Associate will provide oversight of the reception area, answering a multi-line telephone and directing calls, guests, staff, messenger services and deliveries from various vendors.

Job Description: (A. Flandez) This position provides clerical support for the HIV surveillance program. Duties include typing, telephone contact, scheduling, taking minutes, developing memos and other communications, computer entry, and other secretarial duties.

Job Description: Program Coordinator – (Wiley)

The project coordinator (PC) will be the point of contact to the CDC, will coordinate HIV surveillance activities including developing, monitoring and overseeing HIV surveillance protocols, and will provide administrative and technical support. The PC will facilitate collaboration between HIV surveillance and MMP. They will act as the main contact for San Francisco medical care providers, assisting in gaining access to medical records for abstraction, contact information for participants, and will be able to reassure HIV surveillance/MMP sites about security and confidentiality by relating it to the core surveillance guidelines.

They will have direct supervision of four MMP research associates, overseeing the recruitment, interviewing, and medical chart abstraction for the project. The PC will assure that the CDC benchmarks are met and quality assurance on interviews and chart abstraction are conducted. The PC will be responsible for the monetary tokens of appreciation distributed to the MMP participants.

The PC will participate in all CDC site visits, PI/PC meetings. The PC will also act as the liaison with the HIV surveillance/MMP community advisory board and provider advisory board, and report findings to community stakeholders.

Job Description: Data Manager (Linda Phan)

Principal duties include processing and managing the HIV surveillance/MMP sampling frame and interview and abstraction data. She will assist in overseeing data collection and analysis, interpreting, writing and disseminating findings. She will be responsible for forwarding data to the CDC and will be the point person for CDC regarding data management and data quality activities.

b. Fringe Benefits @ 33.37% total salaries

\$42,486

Fringe Benefit Component	Percentage of Salary	Amount
FICA	7.41%	9,434
SUI	0.46%	586
ETT	0.01%	13
EAP	0.03%	38

403b Contribution	5.86%	7,461
Medical/Dental/Vision Insurance	13.64%	17,366
LTD	0.08%	102
AD&D and LIFE	0.01%	13
Accrued Vacation	4.60%	5,857
Accrued Vacation Fringe	1.27%	1,617
Total	33.37%	42,486

c. Consultant Costs	\$0
d. Equipment	\$0
e. Materials and Supplies	\$7,174

Item Requested	Unit cost	Amount Requested
Office Supplies	\$422/month x 17 months	\$7,174

Office Supplies: This line item includes general office supplies required for daily work for programmatic staff, as well as supplies for meetings conducted by the program. These include, but are not limited to paper, pens and handouts.

f. Travel Costs	\$1,717
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Travel	Rate	Quantity	Cost
Local Travel	\$101/mo. muni pass	x 17 month	\$1,717

Local Travel: To purchase bus passes for contract employees to travel to sites to conduct surveillance activities and field investigations.

Staff: Gonzalez, Jackson, Raynor and Alvarado

g. Other Costs	\$0
h. Contractual	\$0

Total Direct Costs (Heluna Health)	\$178,695
i. Total Indirect (12.1% of Direct Costs)	\$21,622
Total Subcontract budget (Heluna Health)	\$200,317

TOTAL DIRECT EXPENSE: \$1,563,692

I. INDIRECT COST (25% of total salaries) \$224,792

TOTAL BUDGET 2023: \$1,788,484

Upload #3

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: Interim FFR

Federal Financial Report

(Follow form Instructions)


OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; padding: 2px; min-height: 20px;">HHS-CENTERS FOR DISEASE CONTROL & PREVENTION</div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">NU62PS924536</div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; padding: 2px; width: 90%;">SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH</div> Street1: <div style="border: 1px solid black; padding: 2px; width: 90%;">1380 HOWARD ST, 4th Floor</div> Street2: <div style="border: 1px solid black; padding: 2px; width: 90%; height: 20px;"></div> City: <div style="border: 1px solid black; padding: 2px; width: 30%;">SAN FRANCISCO</div> County: <div style="border: 1px solid black; padding: 2px; width: 30%;">SAN FRANCISCO</div> State: <div style="border: 1px solid black; padding: 2px; width: 40%;">CA: California</div> Province: <div style="border: 1px solid black; padding: 2px; width: 40%;"></div> Country: <div style="border: 1px solid black; padding: 2px; width: 40%;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px; width: 40%;">94103-4504</div>			
4a. UEI <div style="border: 1px solid black; padding: 2px; min-height: 20px;">1946000417A8</div>	4b. EIN <div style="border: 1px solid black; padding: 2px; min-height: 20px;">946000417</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">HCPD90-22 10036961</div>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; padding: 2px; width: 40%;">01/01/2018</div> To: <div style="border: 1px solid black; padding: 2px; width: 40%;">12/31/2022</div>	9. Reporting Period End Date <div style="border: 1px solid black; padding: 2px; width: 90%;">09/30/2022</div>
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			3,601,327.71
b. Cash Disbursements			3,601,327.71
c. Cash on Hand (line a minus b)			0.00
(Use lines d-o for single grant reporting)			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			9,357,184.00
e. Federal share of expenditures			3,601,327.71
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			3,601,327.71
h. Unobligated balance of Federal Funds (line d minus g)			5,755,856.29
Recipient Share:			
i. Total recipient share required			0.00
j. Recipient share of expenditures			0.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m and line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional	25.00	01/01/2022	09/30/2022	1,038,568.47	259,649.62	259,649.62
g. Totals:				1,038,568.47	259,649.62	259,649.62

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official	
Prefix: <input type="text"/>	First Name: <input type="text" value="Jack"/> Middle Name: <input type="text"/>
Last Name: <input type="text" value="Mok"/>	Suffix: <input type="text"/>
Title: <input type="text" value="Financial System Supervisor"/>	
b. Signature of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	<input type="text" value="415-554-2575"/>
d. Email Address	e. Date Report Submitted
<input type="text" value="jack.mok@sfdph.org"/>	<input type="text" value="10/13/2022"/>
14. Agency use only:	

Standard Form 425


Upload #4

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: Indirect Cost Memo



DATE: March 3, 2021

TO: Grants Managers
Naveena Bobba
Jennifer Boffi

FROM: Drew Murrell
Deputy Finance Officer 

RE: FY21-22 Overhead Costs

Effective immediately, the Indirect Cost rate for Population Health & Prevention-Public Health Division is 25.00% of salaries and benefits. This rate was based on FY 2018-19 costs and includes the COWCAP allocation (FY 20-21) based on the OMB Circular 2 CRF Part 200 Cost Allocation Plan. Public Health Division Grant Managers should use 25.00% indirect cost rate on all current grants and new or renewal grant applications, unless the grantor has specified a maximum rate lower than 25.00% .

Other Divisions in the Health Department should add the following costs to their divisions' internal indirect costs in order to reflect total indirect costs:

	<u>Amount</u>
Mental Health	19,578,692
Substance Abuse	3,329,900
Primary Care	13,732,679
Health at Home	1,427,772
Jail Health	5,112,683
Laguna Honda Hospital	37,786,225
ZSFG	99,066,881

cc: Christine Siador
Patrick Fosdahl
Susan Philip
Joshua Nossiter

Upload #5

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: Project Abstract

PS18-1802 Cost Extension Supplement Project Abstract Summary OCT 2022

Abstract

The San Francisco Department of Public Health (SFDPH) continues to make substantial progress towards the current “Getting to Zero SF” Initiative, zero new HIV infections, zero HIV-related deaths, and zero HIV related stigma and discrimination, the elimination of HCV, and the reversal of increasing STI rates. However, surveillance data continues to show significant disparities in linkage, retention, testing, and new HIV/STI related acquisition among African-American and Latinos, trans and cis-gender women, people who inject drugs and people who are experiencing homelessness. SFDPH’s Component A proposal expands on the Department’s commitment to fully integrate status neutral, and sydeemic approaches, and scale up our current low-barrier integrated HIV, STI and HCV self-testing programs, “Take Me Home” and “Don’t Think Know”. In January of 2023, SFDPH will launch seven new equity-focused Health Access Points (HAPs) that will provide person-centered integrated sexual and drug user health services regardless of HIV, HCV, or STI status. ARCHES surveillance staff will continue to have a robust and ongoing partnership with HIV prevention staff to support program data needs and improve data-to care efforts across jurisdictions by participating in the new George Town University ATra Black Box Enhancement Project, a system designed to securely match and analyze HIV data from public health jurisdictions to enable deduplication of HIV cases, identify people with HIV in their respective surveillance system, and improve the denominators for calculating HIV care indicators.

Upload #6

Applicant: City & County of San Francisco
Application Number: NU62PS2023006713
Project Title: San Francisco Dept of Public Health High Impact Prevention
Status: Submitted (Post Award)
Document Title: Work Plan Narrative

PROGRAM EXTENSION WORKPLAN (FINAL)

In this section, please provide the information and program activities for the extension period, January 1, 2023 – May 31, 2024.

SECTION I: YEAR 5 EXTENSION WORKPLAN - ADDITIONAL INFORMATION (Health Equity, Status Neutral Approach, HIV Self Testing, and Syndemics)

1. Please describe how your jurisdiction plans to implement health equity and measure the effectiveness of existing programmatic collaborations that addressed barriers, specifically those related to social determinants of health, to HIV prevention and care services .

As a result of the new Health Access Points (HAPs) starting January 1st, 2023, San Francisco communities who are disproportionately affected by HIV, HCV, and STI's will have access to equity-focused integrated sexual and drug user health services. Community members who access HAP services, will also be offered basic needs, such as, linkage to primary care, housing, food security, and additional social services as needed to ensure all San Franciscans have an opportunity to achieve optimal health.

San Francisco Department of Public Health (SFDPH) will continue our strong collaborations with funded Ending The Epidemic (ETE) partners to continue ongoing innovative approaches by leveraging HRSA and CDC funding to sustain our successful Street Medicine Program, which has allowed us to streamline referrals for people experiencing homelessness (PEH) and people who inject/use drugs (PWID).

In addition, HIV Jail Health Services Program has allowed us greater success in linking inmates leaving incarceration to medical, mental health, substance and housing services upon discharge at which moment they are often in most need and highest risk for health and safety.

HIV surveillance program will continue to collaborate with SFDPH LINCS team to provide information on people living with HIV who have fallen out of care or are virally unsuppressed particularly PEH. We will work on improving housing status data quality in HIV surveillance system including data matching with other SFDPH data sources and the citywide shelter list. We will continue to analyze data on navigation client outcomes including retention and viral suppression after linkage/re-linkage to care and provide feedback to LINCS team through weekly reports. Disparities in HIV diagnoses and care

outcomes by demographic and risk characteristics and social determinants of health will be routinely analyzed and presented to monitor trends and assist with program planning.

2. Please describe how your jurisdiction is utilizing or plans to utilize a status-neutral approach in the provision of comprehensive HIV prevention services for all clients.

The Health Access Points are designed to serve the needs of specific populations that provide an equity-focused, stigma free, and low barrier access to person-centered, standard of care services, regardless of HIV, HCV or STI status. The HAP services will contribute to the citywide Getting to zero initiatives that focus on zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination, the elimination of HCV, the reversal of increasing STI rates, and the elimination of sexual health and drug user health racial health disparities in accessing services in targeted San Francisco communities.

3. Please describe how your jurisdiction plans to increase innovative HIV testing strategies, including HIV self-testing efforts.

SFDPH is in the process of releasing phase II of the “Have Good Sex” Campaign, designed to increase utilization of the new HIV self-testing program “Take Me Home” and youth testing platform “Don’t Think Know”. New community engagement collateral and messaging designed by the community will be promoted on social media platforms, mobile commons texting platform, YouTube, radio ads, at sponsored community events, and 30 second TV commercial slots with an anticipated release JAN 30th, 2023.

4. Please describe how your jurisdiction supports or plans to support syndemics and the provision of comprehensive public health services for clients.

The new Health Access Points focus on a syndemic approach to HIV/HCV/STI, substance use, and homelessness that functions as a health network to provide opportunity for synergistic care. We must prioritize patients' immediate needs and develop a coordinated plan based on what works for the individual. The implementation of the new Health Access Point Model is an example of SFDPH shifting priorities for a more patient-centered whole person approach. The importance of a multi-disciplinary cross branch team and strong collaborations with funded Community-Based Organizations is the foundation of our syndemic programmatic efforts.

From a data standpoint, HIV, STI, HCV surveillance units have a robust and ongoing partnership; surveillance data are maintained and managed by ARCHES staff who work closely with program staff to support data needs. Data sharing between HIV and STI is done through several regular activities to facilitate partner services, care linkage and navigation. HIV and HCV data match is conducted to identify and prioritize outreach for people with HIV who are not cured for HCV. COVID and MPX data are available to match against HIV/STI/HCV data if needed to assess co-infections, disease outcomes and service needs.

5. Please describe program activities that you are proposing to “scale up” during this extension period.

HIV Self-Testing Program: SFDPH plans to scale up the Home-Based Testing Program, Take Me Home to increase utilization and improve the kit return rate.

Youth Focus STI Home-Bases Testing Program: SFDPH Plans to scale up the new “Don’t Think Know”, home-based STI testing program designed to reach Black and Latina young women.

Social Marketing & Community Engagement Efforts: SFDPH plans to scale up social marketing activities that are consistently running on digital social media platforms to increase visibility of the campaign in effort to drive traffic and interest to the “Take Me Home” and “Don’t Think Know” Home-based testing programs.

Georgetown University ATra Black Box Enhancement Project: HIV surveillance program plans to participate in the Black Box Enhancement Project by developing a contract and procedures with the Georgetown University. ATra Black Box is a system designed to securely match and analyze HIV data from public health jurisdictions to enable deduplication of HIV cases and updating case information. This allows jurisdictions to identify people with HIV in their respective surveillance system that may have moved to or are receiving care in another jurisdiction and improve our data-to-care efforts as well as the denominators for calculating HIV care indicators.

6. Describe plans to build capacity within your jurisdiction among local service delivery providers, CBOs, grassroot organizations, etc. as well as advance partnerships and collaborations for comprehensive HIV prevention and care services.

- Community Health Equity and Promotion (CHEP) staff members continue to provide California State HIV/HCV/STI skills certification Test Counselor Training to funded and non-funded organizations.
- Capacity Building funding was provided to specific Health Access point award recipients to develop a capacity building assessment plan specific to organizational operational and service delivery needs. The capacity building funds will be utilized to implement activities that will allow funded CBO’s to successfully delivery comprehensive integrated sexual and drug user health services.
- Community Health Equity and Promotion (CHEP) Branch in collaboration with Disease Prevention and Control (DPC) Branch will provide capacity building and technical assistance support to funded CBO’s specifically for the integration of onsite and community-based HIV/HCV/STI testing.

7. If there are any program activities that you are proposing to “scale back” during this extension period, please describe and include the justification for scaling back

Due to the termination of PS18-1802 COMP B, OPT-IN (Outreach, Prevention, Treatment, and Integration) funding ending on 12/31/2022, SFDPH is currently in the process of strategically planning on how to sustain the successful structural interventions along with staffing support. Interventions implemented by our three funded partners, Glide, Street Medicine, and the San Francisco AIDS foundation, who provided outreach, testing, and linkage to care services to PEH and/or PWUD in encampments and on the streets, may have to significantly scale back (or possibly end services) on OPT-IN funded activities, specifically outreach and engagement activities if we are unable to leverage other funding sources.

- 8. Please indicate if there are any organizational and/or key staffing changes, vacant staff positions, etc. and provide a detailed plan with timeline for hiring/filling vacancies. **Please insert a table. Add "In Kind" next to staff that support work but are not directly funded via PS18-1802.**

During Year 5 extension period, in addition to future fiscal years, SFDPH is unable to fund all positions at current funding level. The personnel costs have increased substantially in the last 5 years. In addition, due to many vacancies and difficulties in hiring, we would like CDC to consider allowing carryforward funds to cover some positions so we can continue funded activities through May 2024. Our ability to be fully staffed impact what strategies we can continue to implement.

COMP A: HIV Prevention Positions

Position Title & Name	Branch	Status	Budget	Key Staff Changes/Updates
Deputy Health Officer Director, Disease Prevention and Control Branch S. Philip, MD, MPH	PHD	Vacant	In-Kind	Currently Stephanie Cohen, MD, MPH is in acting role until we begin the hiring process. Estimated hiring date APR 2023
Manager II T. Packer	CHEP	Vacant	50%	T.Packer has retired from her position. We currently have an acting director of CHEP (Patrica Erwin, MPH). The position is currently posted for interest candidates to take the exam.
Health Program Coordinator III	CHEP	Filled	50%	Hired as of 09/17/2022, filled by N. Trainor, MPH
Health Educator Vice Underwood	CHEP	Vacant	45%	This position is being transferred to a Health Program Coordinator II, CHEP is currently in the hiring process. A list of

				candidates have been reviewed. Estimated hiring date DEC 2022
Health Program Coordinator I: vice Chadderon	CHEP	Vacant	50%	Estimated hire date JAN 2023
Health Program Coordinator I: vice T. Ick	CHEP	Vacant	100%	Estimated hire date JAN 2023
Health Worker II Vacant: Moses Vega-Jail Health Services)	JHS	Vacant	50%	Estimated hire date JAN 2023
Health Program Coordinator III Vice-E. Loughran	CHEP	Vacant	50%	Estimated hire date JAN 2023
Principal Admin Analyst I: vice M. Girma		Vacant	10%	Estimated hire date April 2023

COMP A: HIV Surveillance Positions

Position Title & Name	Branch	Status	Budget	Key Staff Changes/Updates
Deputy Health Officer Director, Disease Prevention and Control Branch S. Philip, MD, MPH	PHD	Vacant	In-Kind	Currently Stephanie Cohen, MD, MPH is in acting role until we begin the hiring process. Estimated hiring date APR 2023
Director, Applied Research, Community Health Epidemiology, & Surveillance (ARCHES)W. Enanoria, MPH, PhD	ARCHES	Vacant	In-kind	Currently Ling Hsu is the acting ARCHES Director. PHD plans to change the classification of this position. Estimated Hire Date Sep 2023
Director, HIV Surveillance Program Director Manager I	ARCHES	Vacant	60%	Estimated Hire Date Dec 2022
Epidemiologist I	ARCHES	Vacant	0%	Will Not fill Vacancy due to funding restraints
Health Program Coordinator I	ARCHES	Vacant	0%	Will Not fill Vacancy due to funding restraints

Vacant Positions: Provide Detailed Plan with Anticipated timeline for hiring:

- **PHD/CHEP:** Eligibility list for the vacant positions listed in the table were certified in February 2022. We are working with Human Resources department to move forward with the hiring process, which as presented challenges due to significant staff transitions within the HR department.
- **ARCHES:** ARCHES is currently working with Human Resources department to move forward with the hiring process for vacant positions, which as presented challenges due to significant staff transitions within the HR department.

9. Please include any CBA/TA needs for this Year 5 Extension

None Noted

	Council Member	Agency Affiliation	Membership Category	Member since?
1	Chuck Adams	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	2015
2	Cesar Cadabes	UCSF	CBOs serving affected populations/AIDS Service Organizations (ASOs)	2016
3	Ed Chitty	Kaiser	Affected Communities, including PLWH and historically underserved subpopulations	2016
4	Billie Cooper	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	2006
5	Zachary Davenport	SFDPH- S. Van Ness & SF City Clinic	Community Behavioral Health Services (Mental Health) appointed seat	2021
6	Pedro Felix	UCSF	CBOs serving affected populations/AIDS Service Organizations (ASOs)	2022
7	Elaine Flores	Unaffiliated	Affected Communities, including PLWH and historically underserved subpopulations	2015
8	Matt Geltmaker	San Mateo DPH	Local Public Health Agencies	2009
9	David Gonzalez	Homeless Youth Alliance	Social Service Providers, including housing and homeless services providers	2016
10	Paul Harkin	Glide	Social Service Providers, including housing and homeless services providers	2016
11	Ron Hernandez	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	2012
12	Lee Jewell	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	2008
13	Juba Kalamka	St. James Infirmary	Social Service Providers, including housing and homeless services providers	2019
14	Chris Kent	CADPH- State Office of AIDS	Part B representative	2021
15	Thomas Knoble	SFDPH CHEP (Community Health Equity & Promotion)	Local Public Health Agencies	2018
16	Nga Le	Marin DPH	Local Public Health Agencies	2021*

17	T.J. Lee	Positive Resource Center	CBOs serving affected populations/AIDS Service Organizations (ASOs)	2014
18	Helen Lin	SF General	Healthcare providers, including Federally Qualified Health Centers	2019
19	Derrick Mapp	Shanti Project	CBOs serving affected populations/AIDS Service Organizations (ASOs)	2020
20	Irma Parada	Jail Health Services	Representatives of/or formerly-incarcerated PLWH	2017
21	Ken Pearce	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	1999
22	Gwen Smith	SFDPH - Southeast Medical Center	Local Public Health Agencies	2016
23	J.P. Soto	Lutheran Social Services	Social Service Providers, including housing and homeless services providers	2003
24	Richard Sullivan	Unaffiliated consumer	Affected Communities, including PLWH and historically underserved subpopulations	2019
25	Laura Thomas	San Francisco AIDS Foundation	CBOs serving affected populations/AIDS Service Organizations (ASOs)	2016
26	Manuel Vasquez	MOHCD	Part B representative	2022

In compliance
In compliance
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In compliance
In compliance
In compliance
In compliance
In compliance
In compliance
In compliance
*Awaiting Mayoral Approval

From: [Altman, Claire \(DPH\)](#)
To: [Chan, Connie \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)
Cc: [Jalipa, Brent \(BOS\)](#); [Hsieh, Frances \(BOS\)](#); [Prager, Jackie \(BOS\)](#); [Thornhill, Jackie \(BOS\)](#); [Chung, Lauren \(BOS\)](#); [Trainor, Nikole \(DPH\)](#); [Blum, Bill \(DPH\)](#); [Neary, Beth \(DPH\)](#); [Scarafia, Jeff \(DPH\)](#); [Janssen, Julia \(DPH\)](#); [Taylor, Anthony \(DPH\)](#); [Wong, Greg \(DPH\)](#); [Validzic, Ana \(DPH\)](#)
Subject: 2/1 Budget & Finance: DPH Retroactive Items
Date: Thursday, January 26, 2023 4:34:14 PM

Hello Supervisors Chan, Mandelman and Safai,

The Department of Public Health (DPH) will request approval for five (5) retroactive items at the February 1st Budget & Finance committee meeting. We've provided a brief description of the items and our DPH representatives. Please let us know if you have questions or if you'd like to meet and discuss any of these items.

File 221276 - Apply for Grant - Centers for Disease Control and Prevention - Integrated HIV Surveillance and Prevention Programs for Health Departments - \$7,804,306 - Resolution

authorizing the Department of Public Health to submit a one-year application for Calendar Year 2023 to continue to receive funding for the Integrated HIV Surveillance and Prevention Programs for Health Departments from the Centers of Disease Control and Prevention, and requesting \$7,804,306 in HIV prevention funding for San Francisco from January 1, 2023, through May 31, 2024.

- **Description:** These grant funds are awarded to the Department on an annual basis to cover an integrated HIV Surveillance and Prevention Program for San Francisco residents. The funds are utilized to support epidemiological activities required to support this system of HIV surveillance and prevention as well as direct services provided by the Department, or those subcontracted to qualified contractors selected through RFP.
- **Reason for Retroactive Request:** DPH is respectfully requesting retroactive approval for this grant application. Ordinance No. 265-05 requires that City Departments submit applications at least 60 days prior to the grant deadline for review and approval. For this grant, the CDC released the application announcement on September 17th, 2022, with a due date of October 17th, 2022, allowing 30 business days for the entire process. In the interest of timeliness, the Department is seeking retroactive approval by submitting this year's grant application.
- **DPH Representative:** Nikole Trainor | Budget, Contract and Communication Manager, Department of Public Health | email: nikole.trainor@sfdph.org

File 221277 - Apply for Grant - Retroactive - Health Resources Services Administration - Ryan White Act HIV/AIDS Emergency Relief Grant Program - \$15,962,602 - Resolution

retroactively authorizing the Department of Public Health to submit an application to continue to receive funding for the Ryan White Act HIV/AIDS Emergency Relief Grant Program grant from the Health Resources Services Administration; and requesting \$15,962,602 in HIV Emergency Relief Program funding for the San Francisco Eligible Metropolitan Area for the period of March 1, 2023, through February 29, 2024.

- **Description:** This application represents approximately \$15,962,602 in funding for the San Francisco Eligible Metropolitan Area (EMA). The San Francisco EMA includes the City and County of San Francisco, Marin County and San Mateo County. The funding supports a multitude of health services to HIV positive persons residing in these three counties.

Reason for Retroactive Request: DPH is respectfully requesting retroactive approval of this grant application. Ordinance No. 265-05 requires that City Departments submit applications at least 60 days prior to the grant deadline for review and approval. For this grant, HRSA released the application announcement on August 26th, 2022, with a due date of October 3rd, 2022, allowing 38 business days for the entire process. In the interest of timeliness, the Department is seeking retroactive approval by submitting the grant application.

• **DPH Representatives:**

- Bill Blum | Director of Program, Primary Care & Director of HIV Health Services, Department of Public Health | email: bill.blum@sfdph.org
- Beth Neary | HIV Health Services Assistant Director, Department of Public Health | email: beth.neary@sfdph.org

File 230029 - Accept and Expend Grant - Retroactive - San Francisco Health Plan - CalAIM

Incentive Payment Program (IPP) - \$316,800 - Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$316,800 from the San Francisco Health Plan for participation in a program, entitled “CalAIM Incentive Payment Program (IPP),” for the period of September 12, 2022, through February 28, 2023.

- **Description:** This funding will be used to hire DPH information technology (IT) staff to support the approvals process, technical build, and implementation of CareLink, and increase the number of organizations and individuals who are able to use CareLink.
- **Reason for Retroactive Request:** DPH received the award agreement on September 14th, 2022, for a project start date of September 12th, as determined by the San Francisco Health Plan. Upon receiving the award agreement, DPH worked to prepare the budget and legislative packet. Once the budget and legislative packet were prepared, this grant required review by the City Attorney and the Controller’s Office. The grant was sent to the City Attorney’s Office on October 21st, and once reviewed was sent to the Controller’s Office on November 8th. Once finalized, it was sent to the Mayor’s Office on December 29th, 2022, for introduction on January 10th, 2023. We respectfully request retroactive approval to accept and expend these funds.
- **DPH Representative:** Jeff Scarafia | Deputy Chief Information Officer, Department of Public Health | email: jeff.scarafia@sfdph.org

File 230028 - Accept and Expend Grant - Retroactive - California Department of Public Health - Monkeypox Response Funding Award Number MPX-012 City & County of San Francisco - \$1,616,252

- Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$1,616,252 from the California Department of Public Health for participation in a program, entitled “Monkeypox Response Funding Award Number MPX-012 City & County of San Francisco,” for the period of July 1, 2022, through June 30, 2023.

- **Description:** The grant funding will provide Public Health Laboratory (PHL) with necessary equipment and supplies to support the ongoing Human Monkeypox Virus (MPX) response and testing of other communicable diseases.
- **Reason for Retroactive Request:** DPH received the award letter on October 7th, 2022, for a program start date of July 1st, 2022, as determined by the California Department of Public Health. Upon receiving the award letter, DPH worked to prepare the budget and legislative

packet. Once prepared, the grant was sent to the Controller's Office for review on November 17th. Once the Controller's Office review was complete, the packet was sent to the Mayor's Office on December 22nd, 2022, for introduction on January 10th, 2023. We respectfully request retroactive approval to accept and expend these funds.

- **DPH Representative:** Julia Janssen | Deputy Medical Director, STI Prevention and Control Section, Department of Public Health | email: julia.janssen@sfdph.org

File 230027 - Accept and Expend Grant - Retroactive - California Department of Public Health - Sexually Transmitted Disease Program Management and Collaboration - \$1,365,222 - Resolution retroactively authorizing the Department of Public Health to accept and expend a grant increase in the amount of \$386,274 from the California Department of Public Health for a total amount of \$1,365,222 for participation in a program, entitled "Sexually Transmitted Disease Program Management and Collaboration," for the period of July 1, 2019, through June 30, 2024.

- **Description:** The funds will be used for the implementation of public health activities to monitor, investigate, and prevent sexually transmitted diseases (STD) in collaboration with community-based organizations within the local health jurisdiction.
- **Reason for Retroactive Request:** DPH received the original grant on December 3rd, 2019, for a project start date of July 1st, 2019. The original grant was approved by the Board of Supervisors on July 17th, 2020 (file [200639](#)). In 2022, DPH received two grant increases: the first on March 25th, 2022, and the second on October 24th, 2022. Upon receiving these grant increases, the Department worked to prepare the updated program budget and the legislative packet. DPH forwarded the complete budget and grant packet to the Controller's Office for review on December 6th, 2022. Once the review was complete, the legislative packet was sent to the Mayor's Office on December 29th, 2022, for introduction on January 10th, 2023. We respectfully request retroactive approval to accept and expend these funds.
- **DPH Representative:** Anthony Taylor | HIV/STI Program Manager, Department of Public Health | email: anthony.taylor@sfdph.org

Thank you for your time and consideration of these items.

Claire

Claire Altman (Lindsay), MPH

Senior Health Planner | Office of Policy and Planning
San Francisco Department of Public Health
claire.altman@sfdph.org – updated email address

City and County of San Francisco
London N. Breed
Mayor

Department of Public Health
Grant Colfax, MD
Director of Health



October 28, 2022

Angela Calvillo, Clerk of the Board of Supervisors
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RE: Resolution authorizing the San Francisco Department of Public Health (SFDPH) to apply for the Integrated HIV Surveillance and Prevention Programs for Health Departments (CDC)

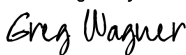
Dear Ms. Calvillo:

Attached please find an original and four copies of a proposed resolution for the approval of the Board of Supervisors, which authorizes the San Francisco Department of Public Health (SFDPH) to submit an application to the Centers for Disease Control and Prevention (CDC) for the **Integrated HIV Surveillance and Prevention Programs for Health Departments** grant. This application represents approximately \$7,804,306 in HIV Prevention and HIV Surveillance funding for San Francisco for Jan 1, 2023 to May 31, 2024.

This resolution is required by Ordinance No. 265-05, which amends Section 10-170 of the Administrative Code to require Board of Supervisors review of recurring grant applications of \$5,000,000 or more prior to their submission. SFDPH received from CDC the application guidance on September 16, 2022. The application deadline is October 17, 2022.

I hope that the Board will support this resolution. If you have any questions regarding the City and County Plan or this resolution, please contact Patricia Erwin, Director of Community Health Equity & Promotion.

Sincerely,

DocuSigned by:

28527524752949F...

Grant Colfax, MD
Director of Health
Greg Wagner, COO for

Enclosures

cc: Patricia Erwin, Deputy Director of Community Equity & Health Promotion