
RE: PDIS GRANT - GCS Budget MOD

From Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>

Date Thu 6/11/2026 9:30 AM

To Melissa Moore <MMoore@sghf.org>

 1 attachment (269 KB)

1. FY24 RFP - PDIS - Health Care Facilities [FINAL].pdf;

Yes, that does answer my question, thank you!
And yes, you would refer to the RFP, please see attached and let me know if you have any questions.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov



From: Melissa Moore MMoore@sfgfhf.org
Sent: Wednesday, June 10, 2026 5:22 PM
To: Scarlett, Dana@CalOES Dana.Scarlett@CalOES.ca.gov
Subject: RE: PDIS GRANT - GCS Budget MOD

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Thanks so much, Dana!

Yes, I was able to edit the budget line items after I initiated the change request and before it was approved. Does that answer your question?

On a separate note, is there a grant agreement we might have access to that includes things like reporting requirements? Attached is the award letter we received, but I want to make sure I didn't miss a more robust agreement.

Thanks again!
Melissa

Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfgfhf.org

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Wednesday, June 10, 2026 3:23 PM
To: Melissa Moore <MMoore@sfgfhf.org>
Subject: RE: PDIS GRANT - GCS Budget MOD

Hi Melissa,
It has now been approved on our end. I also had a question because we only have so much visibility on our end. Can you tell me if you were able to edit the budget line items with your change request which we approved or if you had to wait until we approve to edit those lines? If a call works better just let me know, thanks!

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov



From: Melissa Moore <MMoore@sghf.org>
Sent: Wednesday, June 10, 2026 2:32 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: PDIS GRANT - GCS Budget MOD

This Message is From an External Sender

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Hi Dana,

I just submitted the new modification (#3). Please let me know if there is anything else you need from me.

Thank you!
Melissa

Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Wednesday, June 10, 2026 10:14 AM
To: Melissa Moore <MMoore@sghf.org>
Subject: RE: PDIS GRANT - GCS Budget MOD

Thanks Melissa, please let me know as soon as it's submitted so we can get it pushed through.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

-



From: Melissa Moore <MMoore@sghf.org>
Sent: Tuesday, June 9, 2026 5:26 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: PDIS GRANT - GCS Budget MOD

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Hi Dana,

It looks like the budget forms did reset to the original budget. I will work on submitting a new modification request ASAP.

Thanks for letting me know!
Melissa

Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Tuesday, June 9, 2026 12:12 PM
To: Melissa Moore <MMoore@sfgfh.org>
Subject: RE: PDIS GRANT - GCS Budget MOD

Hi Melissa,

My boss tried to cancel one and delete the other, but it may have deleted both. Can you check on your end to see if u can edit your budget forms now? If not, can you please resubmit the correct modification? Sorry about that.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov



From: Melissa Moore <MMoore@sfgfh.org>
Sent: Tuesday, June 9, 2026 10:55 AM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: PDIS GRANT - GCS Budget MOD

This Message is From an External Sender

This message came from outside your organization.

Good morning, Dana.

Apologies for the confusion. **MOD #2** is the accurate version. The other one is leftover from the first attempt to update the budget, before we had a more accurate picture of the costs.

Please let me know if you have any other questions.

Thank you,
Melissa

—
Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfgfh.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Tuesday, June 9, 2026 10:27 AM
To: Melissa Moore <MMoore@sfgfh.org>
Subject: RE: PDIS GRANT - GCS Budget MOD
Importance: High

Hi Melissa,

Can you please confirm that BOTH budget changes below are accurate? For future reference you only need to submit ONE modification as it can include multiple budget changes. If both changes listed below are accurate, we will cancel one of the mods, and send one back to you for corrections where you can update the Justification / Explanation to include all changes in one.

MOD #1:

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen. *

Moving \$93,600 in funds from "Other Operating Costs" to "Contractor/Consultant."

MOD #2:

Justification

Explanation - Elaborate on the decision for the Amendments or Modifications that have been chosen. *

Combining all direct costs for the Women's Options Center Security Improvements under the "Contractor/Consultant" category. Reducing Construction Administration costs under "Other Operating Costs" category.

Dana Scarlett

Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov



From: Melissa Moore <MMoore@sfgfhf.org>
Sent: Monday, June 8, 2026 7:53 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Cc: Hardoy, Al@CalOES <Al.Hardoy@caloes.ca.gov>
Subject: RE: PDIS GRANT - GCS Budget MOD

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This message came from outside your organization.

Thank you, Dana! I'll await any further next steps.

Best,
Melissa

—
Melissa Moore
Development Director, Operations & Grants Management

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MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfgfhf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Monday, June 8, 2026 4:48 PM
To: Melissa Moore <MMoore@sfgfhf.org>
Cc: Hardoy, Al@CalOES <Al.Hardoy@caloes.ca.gov>
Subject: RE: PDIS GRANT - GCS Budget MOD

Hi Melissa,

I have received it and approved on my end. It is now pending "Unit Chief" approval, once approved, the budget forms will be unlocked so you can make the changes to the two categories.

Dana Scarlett

Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

-



From: Melissa Moore <MMoore@sghf.org>

Sent: Monday, June 8, 2026 8:36 AM

To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>

Subject: Re: **FOLLOW UP** PDIS GRANT - GCS Budget MOD - ACTION NEEDED

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Good morning, Dana.

I was able to submit a new budget modification request on Friday. I believe it went through this time!

Thank you,
Melissa

On May 19, 2026, at 09:54, Scarlett, Dana@CalOES <Dana.Scarlett@caloes.ca.gov> wrote:

Hi Melissa,

Tank you for letting me know, I was able to submit a ticket to have it canceled. 😊

Dana Scarlett

Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image001.jpg>

From: Melissa Moore <MMoore@sghf.org>

Sent: Monday, May 18, 2026 5:28 PM

To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>

Subject: RE: **FOLLOW UP** PDIS GRANT - GCS Budget MOD - ACTION NEEDED

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Thanks, Dana.

I can't seem to find a way to cancel the request. Attached are some screenshots for the options.

When I click on "Submit Change Request," the only options are to submit "Change in Progress" or "Change Submitted."

When I click "Revise Change Request Type," the only options are to submit "Change in Progress" or "Initiate."

Thanks for your guidance on this when you have a moment,
Melissa

—
Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Monday, May 18, 2026 10:52 AM
To: Melissa Moore <MMoore@sfgfhf.org>
Cc: Gerry Chow <GChow@sfgfhf.org>; Jason Zook <jason.zook@sfdph.org>; David Yu <DYu@sfgfhf.org>; Angelica Journagin <angelica.journagin@sfdph.org>; Eleanor Morse <eleanor.morse@sfdph.org>; James Glik <james.glik@sfdph.org>
Subject: RE: **FOLLOW UP** PDIS GRANT - GCS Budget MOD - ACTION NEEDED

Yes, please cancel it and resubmit once ready.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image001.jpg>

From: Melissa Moore <MMoore@sfgfhf.org>
Sent: Friday, May 15, 2026 3:12 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Cc: Gerry Chow <GChow@sfgfhf.org>; Jason Zook <jason.zook@sfdph.org>; David Yu <DYu@sfgfhf.org>; Angelica Journagin <angelica.journagin@sfdph.org>; Eleanor Morse <eleanor.morse@sfdph.org>; James Glik <james.glik@sfdph.org>
Subject: Re: **FOLLOW UP** PDIS GRANT - GCS Budget MOD - ACTION NEEDED

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Hi Dana,

Thank you for following up on this. We have been waiting on a few quotes to be finalized in order to ensure the budget revision is accurate (and avoid having to submit another revision in the future).

Would it be helpful for me to cancel this modification request in the meantime?

Apologies for the delay. We aim to get this submitted ASAP.

Thank you for all of your help,
Melissa

On May 14, 2026, at 18:52, Scarlett, Dana@CalOES <Dana.Scarlett@caloes.ca.gov> wrote:

Hi Melissa,
I have not heard back from you in regard to the below email. Can someone please get back to me asap as you have a budget modification in the system to move \$93,600 in funds from "Other Operating Costs" to "Contractor/Consultant costs" however it was not fully submitted so it has not been approved, and I would like to assist you in getting this submitted and approved.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)

Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image002.jpg>

From: Scarlett, Dana@CalOES
Sent: Thursday, April 9, 2026 3:30 PM
To: 'Melissa Moore' <MMoore@sghf.org>
Subject: RE: ZSFG PDIS GRANT - Budget modifications
Importance: High

Can you please double check the budget modification in GCS to ensure it is fully submitted? The system can be a bit tricky when submitting a change request as it seems to get stuck in change in progress because it's easy to miss the "submit changes" step. You must make sure you proceed until you see the "change in progress to change submitted" under status options. That may be the issue because I can see all of the other changes and they appear correct.

<image005.png>

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image002.jpg>

From: Scarlett, Dana@CalOES
Sent: Thursday, April 9, 2026 3:28 PM
To: 'Melissa Moore' <MMoore@sghf.org>
Subject: RE: ZSFG PDIS GRANT - Budget modifications
Importance: High

Hi Melissa,
My apologies for the delay it is a very busy week here. Please let me know your availability ASAP for today before 5 or tomorrow before 3 and we can get something scheduled to walk through the steps.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image002.jpg>

From: Melissa Moore <MMoore@sghf.org>
Sent: Tuesday, April 7, 2026 5:39 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

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Hi Dana,

The funding source allocation looks accurate, and I also cannot edit that page. I pasted a screenshot below. A call might be helpful. Would 2pm tomorrow (Wednesday) work for you? If not, 10a-12p, 1p-2p, 3p, and 4-5p on Thursday are all open for me. Thank you!

<image006.png>

Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Tuesday, April 7, 2026 10:12 AM
To: Melissa Moore <MMoore@sfgfhf.org>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

You must ensure sure you are adjusting the totals in the funding source allocation sections of the budget forms to match your proposed changes. Can you check that you did that first as that should be the only issue. Let me know if that doesn't work and we'll schedule a call.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image002.jpg>

From: Melissa Moore <MMoore@sfgfhf.org>
Sent: Friday, April 3, 2026 4:20 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

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Thank you, Dana. I was able to modify the budget pages, but not able to submit the changes. I keep getting a "Document Validation" pop-up (see screenshot below).

When I go to the "Funding Source Allocation" page, everything looks accurate. I saved that page and all other pages and keep getting this pop-up when trying to submit. Is there something else I may be missing?

<image007.png>

Melissa Moore
Development Director, Operations & Grants Management

SAN FRANCISCO GENERAL HOSPITAL FOUNDATION
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sfghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Thursday, April 2, 2026 4:16 PM
To: Melissa Moore <MMoore@sfgfhf.org>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

Hi Melissa,
I have pushed the mod back to you for corrections in GCS. Once you select the budget modification, enter the justification and submit you are then able to edit your budget pages accordingly. If you intend to remove any line items you cannot delete them, you will just have to zero out the total amount under that line. Please

attempt to resubmit the modification while also updating your budget pages accordingly and then let me know if you run into any issues.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image002.jpg>

From: Melissa Moore <MMoore@sghf.org>
Sent: Thursday, April 2, 2026 3:32 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: Re: ZSFG PDIS GRANT - Budget modifications

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Hi Dana,

I am so sorry but I am having a health issue that requires immediate medical attention. I'm on my way to the hospital now.

I know you're off tomorrow. Would any of these times on Monday work for you: 10am, 12-3p, or 4p?

Again, apologies for the reschedule!
Melissa

On Apr 2, 2026, at 10:02, Scarlett, Dana@CalOES <Dana.Scarlett@caloes.ca.gov> wrote:

4pm will work, I am off tomorrow. I will reschedule us for 4:00 today.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image001.jpg>

From: Melissa Moore <MMoore@sghf.org>
Sent: Thursday, April 2, 2026 9:56 AM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: Re: ZSFG PDIS GRANT - Budget modifications

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Hi Dana, I've been in an all staff meeting this morning. Would 4pm today work for you? If not, after 11am tomorrow?

Thank you,
Melissa

On Apr 2, 2026, at 08:14, Scarlett, Dana@CalOES <Dana.Scarlett@caloes.ca.gov> wrote:

I have availability at 9:30am, I will send you a teams invite.
Please let me know if that time doesn't work for you.

Dana Scarlett
Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image001.jpg>

From: Melissa Moore <MMoore@sghf.org>
Sent: Wednesday, April 1, 2026 5:18 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

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Hi Dana,

I followed to PPT instructions, but was unable to modify the budget categories. I think the change request was still submitted without any changes. When I tried to initiate another change, there is no longer the option to do so in the portal (under "Status Changes"). Below is a screenshot of what I'm now seeing.

Might you have a few minutes to walk through the process tomorrow or Friday?

<image002.png>

—
Melissa Moore
Development Director, Operations & Grants Management

[SAN FRANCISCO GENERAL HOSPITAL FOUNDATION](#)
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sghf.org.

From: Melissa Moore
Sent: Wednesday, April 1, 2026 4:50 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

Thank you, Dana!

I'll start working on this now and let you know if I have any questions.

Best,
Melissa

—
Melissa Moore
Development Director, Operations & Grants Management

[SAN FRANCISCO GENERAL HOSPITAL FOUNDATION](#)
MAILING: PO Box 410836, San Francisco, CA 94141
WEBSITE: www.sghf.org.

From: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Sent: Wednesday, April 1, 2026 4:47 PM
To: Melissa Moore <MMoore@sghf.org>
Subject: RE: ZSFG PDIS GRANT - Budget modifications

Hi Melissa,

Throughout the duration of your performance period, you can submit as many budget change modifications to move funds to other or new eligible line items. You will just need to initiate a change request in GCS to submit a budget modification. Please refer to the RFA to ensure the changes are all eligible budget items and reach out to me if you need any clarification.
Please find the attached step by step instructions on how to do so and let me know if you have any questions.

Dana Scarlett

Community Resiliency Unit
California Governor's Office of Emergency Services (Cal OES)
Phone: 916 364 4586
Email: Dana.Scarlett@CalOES.ca.gov

<image001.jpg>

From: Melissa Moore <MMoore@sghf.org>
Sent: Wednesday, April 1, 2026 4:39 PM
To: Scarlett, Dana@CalOES <Dana.Scarlett@CalOES.ca.gov>
Subject: ZSFG PDIS GRANT - Budget modifications

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Hi Dana,

For our PDIS grant (subaward # DF24134201), there have been some updates to the budget. All direct costs will now fall within the "Contractor" category. Is this something that needs to be updated in the portal or should it be emailed to you?

I'm happy to hop on a quick call in the next day or two to discuss if that's easier.

Thank you,
Melissa

—
Melissa Moore
Development Director, Operations & Grants Management

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WEBSITE: www.sghf.org.

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