

File No. 220820

Committee Item No. 2

Board Item No. 11

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date September 7, 2022

Date September 13, 2022

### 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)

- Department of Public Health Presentation 9/7/2022
- \_\_\_\_\_
- \_\_\_\_\_
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Completed by: Brent Jalipa

Date September 1, 2022

Completed by: Brent Jalipa

Date September 8, 2022

1 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention -  
2 Medical Monitoring Project (MMP) - \$1,164,614]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant increase in the amount of \$108,790 from the Centers for Disease**  
5 **Control and Prevention for a total amount of \$1,164,614 for participation in a program,**  
6 **entitled “Medical Monitoring Project (MMP),” for the period of June 1, 2020, through**  
7 **May 31, 2022.**

8  
9 WHEREAS, The Centers for Disease Control and Prevention (CDC) has agreed to  
10 fund the Department of Public Health (DPH) in the amount of \$1,164,614 for participation in a  
11 program, entitled “Medical Monitoring Project (MMP),” for the period of June 1, 2020, to May  
12 31, 2022; and

13 WHEREAS, The MMP is a comprehensive population-based project to gather detailed  
14 information on human immunodeficiency virus (HIV)-infected patients receiving care in the  
15 United States; and

16 WHEREAS, Information collected through patient interview and medical chart  
17 abstraction will enable us to estimate resource needs for treatment and other services for  
18 people infected with HIV in San Francisco, as well as nationally; and

19 WHEREAS, Data from the project can document who is receiving care and provide  
20 population-based estimates of clinical characteristics for persons with HIV and acquired  
21 immunodeficiency syndrome (AIDS) in care; and

22 WHEREAS, This information can then be used to improve access to care and  
23 prevention by supporting funding requests for the Ryan White Comprehensive AIDS  
24 Resources Emergency Act, and by informing the HIV prevention community planning process;  
25 and

1           WHEREAS, A grant increase of \$108,790 from \$1,055,824 was approved for the  
2 period of June 1, 2020, through May 31, 2022; and

3           WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

4           WHEREAS, A request for retroactive approval is being sought because DPH received  
5 the award letters on August 19, 2020, for a project start date of June 1, 2020, and on August  
6 25, 2021, for a project start date of June 1, 2021; and

7           WHEREAS, The grant budget includes a provision for indirect costs in the amount of  
8 \$11,580; now, therefore, be it

9           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
10 in the amount of \$1,164,614 from the CDC; and, be it

11           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
12 expend the grant funds pursuant to Administrative Code, Section 10.170-1.

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1 Recommended:

Approved:   /s/  

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Mayor

3   /s/  

4 Dr.   Grant   Colfax

Approved:   /s/  

5 Director of Health

Controller

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**File Number:** 220820  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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

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

1. Grant Title: **Medical Monitoring Project (MMP)**
2. Department: **Department of Public Health  
Public Health Division (PHD)  
Applied Research, Community Health Epidemiology, & Surveillance (ARCHES)**

3. Contact Person: **Ling Hsu** Telephone: **(628) 217-6246**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$1,164,614**  
(Year 1: 06/01/2020 – 05/31/2021 (AAO): **\$532,307**  
Year 1: Grant increase: **\$50,000**  
Year 2: 06/01/2021 – 05/31/2022 (AAO): **\$523,517**  
Year 2: Grant increase: **\$58,790**)

6a. Matching Funds Required: **No**

b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: **Centers for Disease Control and Prevention (CDC)**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

**The Medical Monitoring Project (MMP) is a comprehensive population-based project to gather detailed information on HIV-infected patients receiving care in the United States. San Francisco has been selected as one of the study sites. Information collected through patient interview and medical chart abstraction will enable us to estimate resource needs for treatment and other services for people infected with HIV in San Francisco as well as nationally. Data from the project can document who is receiving care and provide population-based estimates of clinical characteristics for persons with HIV and AIDS in care. This information can then be used to improve access to care and prevention by supporting funding requests for the Ryan White CARE Act and by informing the HIV prevention community planning process.**

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

Year One Project: Start-Date: **June 1, 2020**

End-Date: **May 31, 2021**

Year Two Project: Start-Date: **June 1, 2021**

End-Date: **May 31, 2022**

10a. Amount budgeted for contractual services: **\$1,081,971**

b. Will contractual services be put out to bid? **No, existing services**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out? **On-going**

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

b1. If yes, how much? **\$11,580**

b2. How was the amount calculated? **25% of Salaries**

c1. If no, why are indirect costs not included? **N.A.**

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

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **N.A.**

12. Any other significant grant requirements or comments:

**This grant does not require an ASO amendment and partially reimburses the Department for two positions: one (Job Class #2589) Health Coordinator I at 0.70 FTE, and one (Job Class#2591) Health Program Coordinator II at .05 FTE during the period of June 1, 2021 through May 31, 2022. We respectfully request for approval to accept and expend these funds retroactive to June 1, 2020. The Department received the award letters on August 19, 2020, and August 25, 2021. The grant increase was \$50,000 for FY20-21, and \$58,790 for FY21-22 for a total of \$108,790 and \$1,055,824 was set up through the Annual Appropriation Ordinance.**

FY20-21 = 10034013 (06/01/20-05/31/21)

FY21-22 = 10035520 (06/01/21-05/31/22)

<b>Fund</b>	<b>11580</b>
<b>Dept</b>	<b>251929</b>
<b>Project Description</b>	<b>HD HIV AO05 1920 MMP</b>
<b>Project</b>	<b>10034013</b>
<b>Version</b>	<b>V101</b>
<b>Activity</b>	<b>0001</b>
<b>Authority</b>	<b>10001</b>

<b>Fund</b>	<b>11580</b>
<b>Dept</b>	<b>251929</b>
<b>Project Description</b>	<b>HD HIV AO05 2021 MMP</b>
<b>Project</b>	<b>10035520</b>
<b>Version</b>	<b>V101</b>
<b>Activity</b>	<b>0001</b>
<b>Authority</b>	<b>10001</b>

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor’s Office of Disability)**

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

- |                                                      |                                                     |                                                            |
|------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------------|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |                                                            |

14. The Departmental ADA Coordinator or the Mayor’s Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor’s Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor’s Office of Disability Reviewer:

Toni Rucker, PhD  
(Name)

DPH ADA Coordinator  
(Title)

Date Reviewed: 4/13/2022 | 12:05 PM PDT

DocuSigned by:  
Toni Rucker  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Dr. Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 4/14/2022 | 1:27 PM PDT

DocuSigned by:  
Greg Wagner  
(Signature Required)  
Greg wagner, COO for

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**AIDS Office - HIV Epidemiology Section**  
**Medical Monitoring Project (MMP)**  
*June 1, 2020 - May 31, 2022*

		Year 1 Project: 10034013 6/1/20 - 5/31/21	Year 2 Project: 10035520 6/1/21 - 5/31/22	Total Amount
	<b>Personnel -</b>			-
	Health Program Coordinator II	5,303	41,017	46,320
				-
	<b>Fringe benefits</b>	2,386	18,457	20,843
				-
	<b>Travel</b>	1,300	2,600	3,900
				-
	<b>Contractual</b>	571,992	509,979	1,081,971
				-
				-
	<b>Indirect Costs</b>	1,326	10,254	11,580
<b>Total</b>		<b>582,307</b>	<b>582,307</b>	<b>1,164,614</b>

AAO Budget	532,307	523,517	1,055,824
Variance (Increase)	50,000	58,790	108,790
TOTAL	582,307	582,307	1,164,614



**San Francisco Department of Public Health, SF Division  
Applied Research, Community Health Epidemiology, & Surveillance  
Medical Monitoring Project (MMP)  
FOA # CDC-RFA-PS20-2005  
06/01/2021 - 05/31/2022  
06.14.2021**

<b>A. Salaries</b>	\$41,017
<b>B. Mandatory Fringe</b>	\$18,457
<b>C. Consultant Costs</b>	\$0
<b>D. Equipment</b>	\$0
<b>E. Materials and Supplies</b>	\$0
<b>F. Travel</b>	\$2,600
<b>G. Other Expenses</b>	\$0
<b>H. Contractual</b>	\$509,979
<b>Total Direct Costs</b>	<b>\$572,053</b>
<b>I. Indirect Costs (25 % of Salaries)</b>	\$10,254
<b>TOTAL BUDGET</b>	<b>\$582,307</b>

**A. SALARIES**

**\$41,017**

<b>Position Title and Name</b>	<b>Annual</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Health Program Coordinator II Viva Delgado	\$109,226	5%	12 months	\$5,461
Health Program Coordinator I TBD	\$87,074	70%	7 months	\$35,556

Job Description: Health Program Coordinator II – (Viva Delgado)

This position will assist with MMP activities such as contacting and coordinating cross jurisdictional data exchange, locating, recruiting and scheduling participants, and data management. She will manage sampled MMP patients who have moved outside of SF and will be the lead contact with other health departments to determine their policies around contacting, interviewing and conducting a medical record abstraction in their area.

Job Description: Health Program Coordinator I – TBD

The project coordinator (PC) manages the daily operations of Medical Monitoring Project (MMP), and is responsible for the oversight of MMP in SF. They will be the point of contact to the CDC, will coordinate MMP activities including developing, monitoring and overseeing MMP 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 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 monitory tokens of appreciation distributed to the MMP participants.

The PC will participate in all CDC site visits, PI/PC meetings, MMP all-site conference calls, and weekly check in with the CDC project officer. The PC will also act as the liaison with the MMP community advisory board and provider advisory board, and report findings to community stakeholders

**B. FRINGE BENEFITS @ 45%**

**\$18,457**

**C. CONSULTANT COSTS**

**\$0**

**D. EQUIPMENT**

**\$0**

**E. TRAVEL** **\$2,600**

F. Item	Rate	Cost
Out of State Travel	2 staff x (\$600/flight +(\$200 x 3 nights) +\$100 ground transportatio)	\$2,600

Travel: Funds cover costs of travel for 2 staff to Atlanta for grantee meeting/training.

**G. OTHER** **\$0**

**H. CONTRACTUAL** **\$509,979**

1. **Name of Contractor: Name of Contractor: Public Health Foundation Enterprises, Inc. (PHFE, DBA Heluna Health)**

**Method of Selection:** RFQ22-2013. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the Branch.

**Period of Performance:** 06/01/2021 - 05/31/2022

**Scope of work**

- i) Service category: Fiscal Intermediary
  - (1) Award amount: \$ 509979
  - (2) Subcontractors: None.
- ii) Services provided: Fiscal intermediary services to the SFDPH Surveillance PHFE will provide the staffing for data management and data dissemination; and field activities: including medical record abstraction and patient interview. They have demonstrated expertise in this area and have an established relationship with the SFDPH.

**Method of Accountability:** The contractor will follow the CDC and HIV Epidemiology Section’s 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.

**Itemized budget and justification:**

**A. Salaries** **\$317,833**

Position Title and Name	Annual	Time	Months	Amount Requested
Research Associates (Jackson, Raynor and Alvarado)	\$61,390	320%	12 months	\$196,448
Program Coordinator Kornbluh	\$85,490	70%	12 months	\$55,569
Data Manager L. Phan	\$82,268	80%	12 months	\$65,816

Job Description: Research Associates 4 staff at 80% time – (Jackson, Raynor and Alvarado) Under the supervision of the MMP project coordinator, this position will be responsible for locating and recruiting participants and conducting interviews in-person or over the telephone. They will be responsible for updating the MMP tracking databases with local MMP location, recruitment and tracking data.

Job Description: Program Coordinator – (Kornbluh)

The project coordinator (PC) manages the daily operations of Medical Monitoring Project (MMP), and is responsible for the oversight of MMP in SF. They will be the point of contact to the CDC, will coordinate MMP activities including developing, monitoring and overseeing MMP 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 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, MMP all-site conference calls, and weekly check in with the CDC project officer. The PC will also act as the liaison with the 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 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 @ 35.64% **\$113,276**
- C. Consultant Costs **\$0**
- D. Equipment **\$0**
- E. Materials and Supplies **\$7,153**

Item		Rate	Cost
Materials and Supplies	Program Supplies	\$596.08/month x 12 months	\$7,153

Program Supplies: Funds will cover the cost of program supplies for the project over the course of the year. This includes but is not limited to, office supplies, software, shipping

costs and materials and other items needed for staff to work with participants and in the field.

F. Travel **\$2,847**

Item	Rate	Cost
Local Travel	\$80/month muni pass x 12 mo x 2 passes = \$1,920 \$2.50/muni ride x 371 participants = \$927	\$2,847

Local Travel: Funds will cover local travel costs for Research Associates which will provide them public transportation within San Francisco to visit medical providers offices to gather data on MMP sampled participant’s locating information, conduct in-person recruitment at homes or medical offices and to conduct in-person interviews. Funds will also cover the cost of transportation for participant muni rides as needed.

G. Other Expenses **\$11,000**

Item	Rate	Cost
Participant Stipends	\$50 stipend each x 220 Participants	\$11,000

Participant Stipends: Reimbursement provided to clients participating in the MMP. Participant will be given a cash stipend.

H. Contractual	<b>\$0</b>
Total Direct Costs	<b>\$452,109</b>
Total Indirect Costs	<b>\$57,870</b>
(@ 12.8% of Modified Total Direct Costs)	
Total Costs (PHFE)	<b>\$509,979</b>

<b>TOTAL DIRECT COSTS:</b>	<b>\$572,053</b>
i. <b>INDIRECT COSTS (25 % of total salaries)</b>	<b>\$10,254</b>
<b>TOTAL BUDGET:</b>	<b>\$582,307</b>

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**

**AIDS Office - HIV Epidemiology Section**

**Medical Monitoring Project (MMP)**

**June 1, 2020 - May 31, 2021**

**Component A**

Dept / Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
 Index Code: HCHPDHIVSVGR  
 Grant Code: HCA005  
 Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>										
<b>SEROEPIDEMIOLOGY</b>										
1 Epidemiologist II 2803 2 Alison Hughes	120,458	33,868	109,130	0%	10,038	0	0	0	0	In-Kind
2 Health Program Coorindaor II 2591 V Delgado	106,054	47,724	153,778	5%	8,838	12	5,303	2,386	7,689	.80 GF, .15 CORE
<b>TOTAL SALARY/FRINGE</b>	<b>226,512</b>	<b>81,592</b>	<b>262,908</b>	<b>0.05</b>			<b>5,303</b>	<b>2,386</b>	<b>7,689</b>	
<b>00101 SALARIES</b>									5,303	
<b>00103 FRNG BN</b>									2,386	
<b>SUB TOTAL</b>									<u>7,689</u>	
<b>C. TRAVEL</b>										
1. Local Travel (02301)									0	One Meeting to Atlanta
2. Out-of-Jurisdiction Travel(02101)									1,300	(fare \$600 +ground transportation \$100
<b>Sub Total TRAVEL</b>									<u>1,300</u>	+ lodge \$200 x 3 nts) x 1 staff X 1 meeting
<b>D. EQUIPMENT</b>										
1. Computers (06061)									0	
<b>Sub Total EQUIPMENT</b>									<u>0</u>	
<b>E. MATERIALS AND SUPPLIES</b>										
1. Office supplies (04951)									0	
2. Non-Inventoried Equipment									0	
<b>Sub Total SUPPLIES</b>									<u>0</u>	
<b>F. CONTRACTUAL SERVICES (02789)</b>										
1. PHFE									571,992	
2. PHFE									0	
<b>Sub Total CONTRACTS</b>									<u>571,992</u>	

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**

**AIDS Office - HIV Epidemiology Section**

**Medical Monitoring Project (MMP)**

**June 1, 2020 - May 31, 2021**

**Component A**

Dept / Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
 Index Code: HCHPDHIVSVGR  
 Grant Code: HCA005  
 Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
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G. OTHER										
1. Rent support/mtg fac (03011)									0	
2. Telephone/Com (03241)									0	
3. Postage (03561)									0	
4. Delivery/Courier srvc (03521)									0	
5. Reproduction/Photocopy										
a. Photocopier leasing (03131)									0	
b. Photocopier maint (02931)									0	
c. Repro srvc (In House)(03551)									0	
6. Print/Slide srvc (Outside)(03552)									0	
7. Promotion/Advertis (03599)									0	
8. Stipend (02783)									0	
9. Staff training (02201)									0	
10. Other Prof. Svcs (02799)									0	
11. IRB fees (02799)									0	
<b>Sub TOTAL OTHER</b>									<b>0</b>	
<b>TOTAL DIRECT COST</b>									<b>580,981</b>	

**BUDGET SUMMARY**

A. SALARIES	FTE =	5,303
B. MANDATORY FRINGE		2,386
C. TRAVEL		1,300
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		0
F. CONTRACT / MOU		571,992
G. OTHER		0
<b>DIRECT COSTS</b>		<b>580,981</b>
H. INDIRECT COST 25% of total salaries)		1,326
<b>TOTAL BUDGET</b>		<b>582,307</b>
<b>AWARD</b>		<b>582,307</b>
<b>SURPL/(DEFICFIT)</b>		<b>0</b>

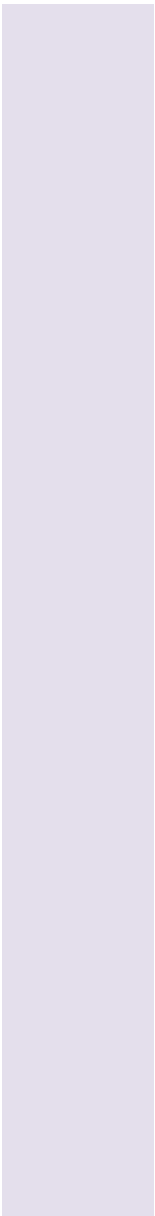
Project ID: **Project ID:** MMP 20-21

Project Nam <b>Project Nam</b> Medical Monitoring Project				Revised Proposal		
GLC/Acct ID	GLC/Acct ID	Group Name	Name	FTE	Salary	Budget
Personnel		RA	Wiley Kornbluh	100%	61,390	\$ 61,390
		RA	Jose Gonzalez	100%	61,390	\$ 61,390
		RA	Gaspar Zaragoza	100%	61,390	\$ 61,390
		RA	Bella Jackson	100%	61,390	\$ 61,390
		Coordinator	Vinson	70%	85,490	\$ 59,843
		Data Manager	Linda Phan	68%	82,271	\$ 55,940
<b>Total Labor</b>						<b>\$ 361,343</b>
					35.64%	\$ 128,783
<b>Total Benefits</b>						<b>\$ 128,783</b>
<b>Total Personnel</b>						<b>\$ 490,126</b>
		Program Supplies				\$ 2,163
		IT Supplies				
		Participant Stipends				\$ 10,650
		Local Travel				\$ 4,147
		out of State Travel				
<b>Total Operating Expenses</b>						<b>\$ 16,960</b>
Indirect 12.8%						\$ 64,906
<b>Total Indirect</b>						<b>\$ 64,906</b>
<b>Total</b>						<b>\$ 571,992</b>
<b>Difference</b>						

used to  
used to







Bella (Brandon) Jackson/Guigayoma

Wiley Kornbluh

Jose Gonzalez

Gaspar Zaragoza

Sophia Raynor

1. DATE ISSUED MM/DD/YYYY 08/19/2020		1a. SUPERSEDES AWARD NOTICE dated 07/10/2020 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 93.944 - Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus Syndrome (AIDS) Surveillance			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. 6 NU62PS924599-01-02 Formerly		5. TYPE OF AWARD Other	
4a. FAIN NU62PS924599		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 06/01/2020		Through 05/31/2025	
7. BUDGET PERIOD MM/DD/YYYY From 06/01/2020		Through 05/31/2021	
8. TITLE OF PROJECT (OR PROGRAM) Medical Monitoring Project (MMP)			

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Centers for Disease Control and Prevention  
CDC Office of Financial Resources**

2939 Brandywine Road  
Atlanta, GA 30341

**NOTICE OF AWARD**

AUTHORIZATION (Legislation/Regulations)  
This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c. as amended)

9a. GRANTEE NAME AND ADDRESS CITY & COUNTY OF SAN FRANCISCO 101 GROVE ST SAN FRANCISCO, CA 94102-4505		9b. GRANTEE PROJECT DIRECTOR Ms. Ling Hsu 101 Grove St San Francisco, CA 94102-4505 Phone: 415-437-6246	
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Tomas Aragon 25 Van Ness Ave, Suite 500 San Francisco, CA 94102-6056 Phone: 415-554-2898		10b. FEDERAL PROJECT OFFICER Dr. Rodel DESAMU-THORPE 8 Corporate Blvd NE Brookhaven, GA 30329-2020 Phone: 404.718.1397	

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)				12. AWARD COMPUTATION			
I Financial Assistance from the Federal Awarding Agency Only				a. Amount of Federal Financial Assistance (from item 11m) 582,307.00			
II Total project costs including grant funds and all other financial participation <input type="checkbox"/> I				b. Less Unobligated Balance From Prior Budget Periods 0.00			
a. Salaries and WageS ..... 5,303.00				c. Less Cumulative Prior Award(s) This Budget Period 582,307.00			
b. Fringe Benefits ..... 2,386.00				d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 0.00			
c. Total Personnel Costs ..... 7,689.00				13. Total Federal Funds Awarded to Date for Project Period 582,307.00			
d. Equipment ..... 0.00				14. RECOMMENDED FUTURE SUPPORT			
e. Supplies ..... 0.00				(Subject to the availability of funds and satisfactory progress of the project):			
f. Travel ..... 1,300.00				YEAR TOTAL DIRECT COSTS YEAR TOTAL DIRECT COSTS			
g. Construction ..... 0.00				a. 2 b. 3 c. 4 d. 5 e. 6 f. 7			
h. Other ..... 0.00				15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
i. Contractual ..... 571,992.00				a. DEDUCTION			
j. TOTAL DIRECT COSTS → 580,981.00				b. ADDITIONAL COSTS			
k. INDIRECT COSTS 1,326.00				c. MATCHING			
l. TOTAL APPROVED BUDGET 582,307.00				d. OTHER RESEARCH (Add / Deduct Option)			
m. Federal Share 582,307.00				e. OTHER (See REMARKS)			
n. Non-Federal Share 0.00				16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
				a. The grant program legislation			
				b. The grant program regulations.			
				c. This award notice including terms and conditions, if any, noted below under REMARKS.			
				d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.			
				In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.			

REMARKS (Other Terms and Conditions Attached -  Yes  No)  
Revised Budget- Approved

**GRANTS MANAGEMENT OFFICIAL:**

Constance J Jarvis, Grants Management Officer  
2960 Brandywine Rd  
Mailstop E15  
Atlanta, GA 30341-5509  
Phone: 770-488-5859

17.OBJ CLASS 41.51	18a. VENDOR CODE 1946000417A8	18b. EIN 946000417	19. DUNS 103717336	20. CONG. DIST. 12
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 0-9391195	b. 20NU62PS924599	c. PS	d. \$0.00	e. 75-20-0950
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 08/19/2020
GRANT NO. 6 NU62PS924599-01-02	

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00

# AWARD ATTACHMENTS

San Francisco Department of Public Health

6 NU62PS924599-01-02

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1. Terms and Conditions

**Notice of Funding Opportunity (NOFO): PS20-2005**  
**Award Number: 6 NU62PS924599-01-02**

**ADDITIONAL TERMS AND CONDITIONS**

**PURPOSE:** The purpose of this amended notice of award is to approve the **Budget Revision** as submitted on July 30, 2020. The activities have been reviewed and found to be appropriate and consistent with program objectives. Therefore, the request is incorporated by reference.

These funds have been approved by cost categories as follows:

<b><u>Budget Category</u></b>	<b><u>Original Awarded Budget</u></b>	<b><u>Requested Redirection</u></b>	<b><u>Revised Award</u></b>
Salaries and Wages	\$10,605	-\$5,302	\$5,303
Fringe Benefits	\$4,772	-\$2,386	\$2,386
Consultants	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Travel	\$1,300	\$0	\$1,300
Other	\$0	\$0	\$0
Contractual	\$562,979	\$9,013	\$571,992
<b>Total Direct Costs</b>	<b>\$579,656</b>	<b>\$1,325</b>	<b>\$580,981</b>
Indirect costs	\$2,651	-\$1,325	\$1,326
<b>Total Award</b>	<b>\$582,307</b>	<b>\$0</b>	<b>\$582,307</b>

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

Please be advised that grantee must exercise proper stewardship over Federal funds by ensuring that all costs charged to their cooperative agreement are allowable, allocable, necessary and reasonable.

**Grants Management Specialist Contact:**

Wayne Woods, Ph.D., Grants Management Specialist (GMS)  
Contractor, Chenega Government Consulting, LLC  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Email: [kuv1@cdc.gov](mailto:kuv1@cdc.gov)  
Telephone: 770-488-2948

**PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE**



**Recipient Information**

**1. Recipient Name**

San Francisco Department of Public Health  
101 GROVE ST  
SAN FRANCISCO, CA 94102-4505  
[NO DATA]

**2. Congressional District of Recipient**

12

**3. Payment System Identifier (ID)**

1946000417A8

**4. Employer Identification Number (EIN)**

946000417

**5. Data Universal Numbering System (DUNS)**

103717336

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Dr. Alison Hughes  
Program Director/Principal Investigator  
alison.hughes@sfdph.org  
415-437-6269

**8. Authorized Official**

Dr. Susan Philip  
Acting Health Officer, City and County of San Francisco  
susan.philip@sfdph.org  
6282067638

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Rhonda Burton  
bgr2@cdc.gov  
770-488-2757

**10. Program Official Contact Information**

Dr. Rodel DESAMU-THORPE  
Epidemiologist  
Ksz2@cdc.gov  
404.718.1397

**Federal Award Information**

**11. Award Number**

6 NU62PS924599-02-03

**12. Unique Federal Award Identification Number (FAIN)**

NU62PS924599

**13. Statutory Authority**

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

**14. Federal Award Project Title**

Medical Monitoring Project (MMP)

**15. Assistance Listing Number**

93.944

**16. Assistance Listing Program Title**

Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus Syndrome (AIDS) Surveillance

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	06/01/2021	<b>- End Date</b>	05/31/2022
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$45,739.00
20a. Direct Cost Amount			\$36,850.00
20b. Indirect Cost Amount			\$8,889.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$536,568.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$582,307.00
<b>26. Project Period Start Date</b>	06/01/2020	<b>- End Date</b>	05/31/2025
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Portia Brewer  
Grants Management Officer

**30. Remarks**

Supplemental funding awarded in the amount of 45,739.



<b>Recipient Information</b>	
<b>Recipient Name</b>	
San Francisco Department of Public Health 101 GROVE ST SAN FRANCISCO, CA 94102-4505 [NO DATA]	
<b>Congressional District of Recipient</b>	
12	
<b>Payment Account Number and Type</b>	
1946000417A8	
<b>Employer Identification Number (EIN) Data</b>	
946000417	
<b>Universal Numbering System (DUNS)</b>	
103717336	
<b>Recipient's Unique Entity Identifier</b>	
Not Available	
<b>31. Assistance Type</b>	
Cooperative Agreement	
<b>32. Type of Award</b>	
Other	

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$41,017.00
<b>b. Fringe Benefits</b>	\$18,457.00
<b>c. Total Personnel Costs</b>	\$59,474.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$0.00
<b>f. Travel</b>	\$2,600.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$0.00
<b>i. Contractual</b>	\$509,979.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$572,053.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$10,254.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$582,307.00</b>
<b>m. Federal Share</b>	<b>\$582,307.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

<b>34. Accounting Classification Codes</b>					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
0-9391195	20NU62PS924599	PS	41.51	\$0.00	75-20-0950
1-9391195	20NU62PS924599	PS	41.51	\$45,739.00	75-21-0950



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NU62PS924599-02-03

FAIN# NU62PS924599

Federal Award Date: 08/25/2021

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00



# AWARD ATTACHMENTS

San Francisco Department of Public Health

6 NU62PS924599-02-03

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1. Terms and Conditions

**Notice of Funding Opportunity (NOFO): PS20-2005**  
**Award Number: NU62PS924599-02-03**  
**Award Type: Cooperative Agreement**

**ADDITIONAL TERMS AND CONDITIONS**

**PURPOSE:** This revised Notice of Award is to provide Supplemental Funding for the Medical Monitoring Projects (MMP) in the amount of \$45,739. Previously, \$536,568 had been awarded, making the current total available award amount \$582,307 for the budget period which is 06/30/2021 through 05/31/2022.

The activities have been reviewed and found to be appropriate and consistent with program objectives.

Please be advised that grantee must exercise proper stewardship over Federal funds by ensuring that all costs charged to their cooperative agreement are allowable, allocable, and reasonable.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

**GMS Contact:**

**Rhonda Burton**, Grants Management Specialist  
Centers for Disease Control and Prevention  
Branch 1-Office of Infectious Disease  
2939 Flowers Road MSTV-2  
Atlanta, GA 30341  
Telephone: 770-488-1381  
Email: [RBurton@cdc.gov](mailto:RBurton@cdc.gov)

**PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE**

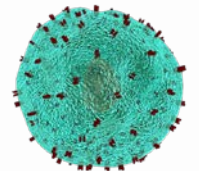
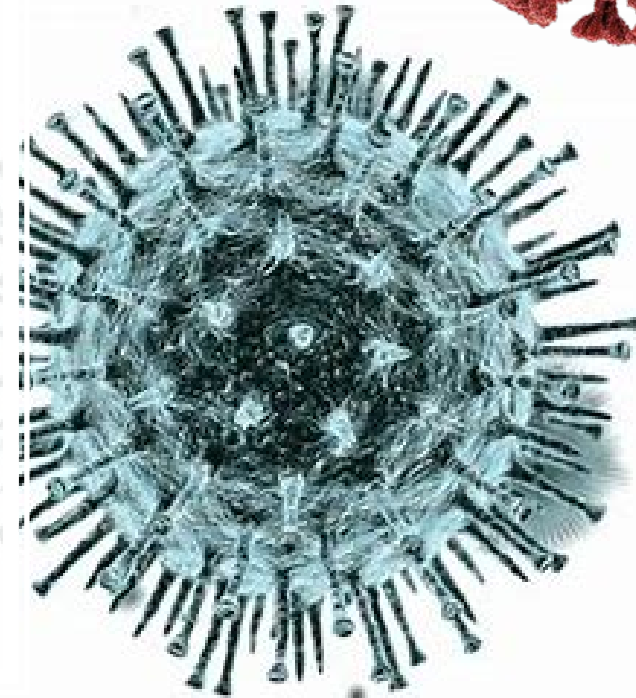
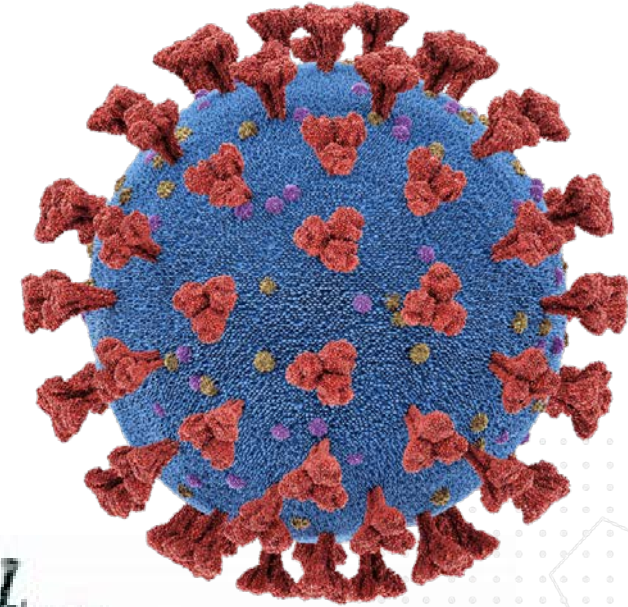
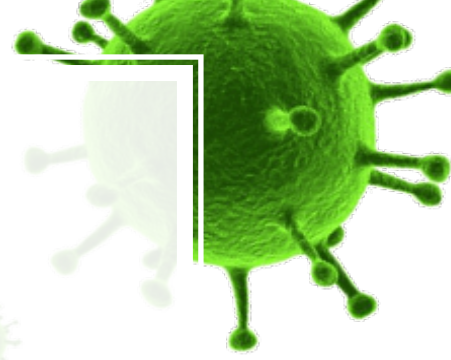
# STD Prevention and Control for Health Departments (PCHD) Workforce Supplement

- **San Francisco's disease intervention specialists are the city's first-line defense to interrupt chains of transmission and prevent disease transmission through:**

- Case investigation and contact tracing
- Outbreak management
- Assistance for congregate facilities and clinicians

## Taking lessons learned, these new funds will:

- Expand the disease intervention workforce to respond to HIV, STI, TB, HCV, communicable diseases including COVID and MPX, and new and emerging infectious disease threats
- Improve timely outbreak response
- Offer linkage to services in order to interrupt disease transmission



# How the money will be spent

Build surge capacity

Address existing staffing gaps

Cultivate a diverse workforce that reflects the  
community we serve

Training and performance improvement

Integrate data management and quality assurance  
systems



## Reason for Retroactivity

- DPH received the subaward agreement from the CDC on February 17<sup>th</sup>, 2022 retroactive to the program period beginning January 1<sup>st</sup> 2022.

**From:** [Conine-Nakano, Susanna \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Wong, Greg \(DPH\)](#)  
**Subject:** Mayor -- Resolution -- Medical Monitoring Project  
**Date:** Tuesday, July 12, 2022 4:17:41 PM  
**Attachments:** [Mayor -- Resolution -- Medical Monitoring Project.zip](#)

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Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution retroactively authorizing the Department of Public Health to accept and expend a grant increase in the amount of \$108,790 from the Centers for Disease Control and Prevention for a total amount of \$1,164,614 for participation in a program, entitled “Medical Monitoring Project (MMP),” for the period of June 1, 2020, to May 31, 2022.

Please let me know if you have any questions.

Best,  
Susanna

Susanna Conine-Nakano  
Office of Mayor London N. Breed  
City & County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 200  
San Francisco, CA 94102  
415-554-6147