



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Memorandum of Understanding re:

Support Disbursement of

Grant/Gift Donation

This Memorandum of Understanding (MOU) between San Francisco General Hospital Foundation (Foundation) and the City and County of San Francisco, acting by and through its Department of Public Health, for Zuckerberg San Francisco General Hospital (City), is made and entered into as of **October 20, 2023**.

A. PURPOSE AND SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the disbursement of funds for expenses incurred in carrying out the purpose of the program: **Children's Health Center's HealthySteps**.

B. ZSFG PROGRAM

The funds for HealthySteps were received by the Foundation as part of the donations provided by the San Francisco Public Health Foundation.

C. MOU TERM

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The expected timeframe of the activities below commences on November 1, 2023 and ends five years later on October 31, 2028. Any extension of this duration requires a formal modification of this MOU executed and approved in the same manner as the original ("Term").

D. GRANT PLAN AND NOT-TO-EXCEED GRANT AMOUNT, INCLUDING RESTRICTIONS, IF ANY

- 1. Grant Plan:** The ZSFG Children's Health Center's HealthySteps Program provides screening, prevention and early intervention services to approximately 3,000 SFHN primary care patients ages 0-5 and their SFHN caregivers, including dyadic/family-centered behavioral health promotion and prevention services to address adverse childhood experiences (ACEs) and interrupt inter-generational trauma. Targeted Tier 2 and 3 services are provided to 20% of the CHC early childhood population that was not otherwise accessing care.

This grant will be used to support the Children's Health Center's HealthySteps Program, the needed funding will be used for UCSF personnel which will allow the program to continue from November 2023-June 2024. ("Grant Plan")

- 2. Not-to-Exceed Grant Amount:** Total grant expenses are not to exceed **\$373,084.11** ("Grant Amount"), and will be disbursed as detailed in the Not-to Exceed Grant Amount and Eligible Expenses table, below.



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- 3. **Restricted Funds:** These funds (Fund 0383) are restricted to the Pediatrics- Children’s Health Center.
- 4. **Unrestricted Funds:** Not Applicable.

Not-to-Exceed Grant Amount and Eligible Expenses

| <i>Eligible Expenses</i> | <i>Total Budget Request</i> |
|--|-----------------------------|
| | |
| <i>Non-Personnel</i> | |
| UCSF Personnel CHC HealthySteps | \$373,084.11 |
| <i>Total Non-Personnel</i> | <i>\$373,084.11</i> |
| | |
| <i>Not-to-Exceed Grant Amount</i> | <i>\$373,084.11</i> |



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ZSFG shall comply with the Foundation Disbursement Request Policies and Procedures (Exhibit A), namely, provide adequate payroll records documenting the personnel expenses and final purchased invoices/receipts. Any exceptions to the disbursement request procedures, including requests for advance payments, must be requested in advance and agreed upon in writing by the Foundation.

E. MODIFICATION AND TERMINATION IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT this MOU may be

terminated with or without cause by either party upon 30 days prior written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.

Any and all amendments to this MOU must be made in writing and must be executed and approved in the same manner as the original before becoming effective.

Either party may terminate this MOU immediately on written notice if the other party has committed a material breach of this MOU and has not cured the breach within thirty (30) days after receiving written notice of the breach by the non-breaching party, or the parties cannot reach an agreement to amend this MOU.

If the Program covered under this agreement does not have sufficient funds for the program, this Agreement shall be of no further force and effect. In that event, the Foundation will have no liability to pay any funds whatsoever to ZSFG and ZSFG shall not be obligated to perform any element of the Grant Plan for which it is not reimbursed.

F. CONTACT INFORMATION

All notices hereunder shall be in writing, personally delivered, sent by certified mail, return receipt requested, addressed to the other party as follows:

Gerry Chow
Chief Financial Officer
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028 San
Francisco, CA 94110

[SIGNATURES ON FOLLOWING PAGE]



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San Francisco General Hospital Foundation

San Francisco Department of Public Health

By: DocuSigned by:
Kim Meredith
11/1/2023 | 1:37 PM PDT
E6446AFE731D457...
Kim Meredith
Chief Executive Officer

By: DocuSigned by:
Greg Wagner
11/8/2023 | 1:54 PM PST
28527524752940F...
Grant Colfax, MD
Director of Health

APPROVED AS TO FORM:

David Chiu
City Attorney

By: DocuSigned by:
Louise Simpson
11/6/2023 | 12:05 PM PST
BD54168A4C3B452...
Louise Simpson
Deputy City Attorney



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EXHIBIT A Disbursement Request Policy and Procedure

For each disbursement requested, a disbursement request form must be completed and authorized by the individual named on the Establishment of Restricted Funds document. Valid documents, such as vendor invoices, receipts, * payroll reports etc., verifying the expense, must be submitted along with the disbursement request form.

The cost categories allowed for use in identifying expenses are as follows:

| | Acct # | | Acct # |
|-----------------------|--------|---------------------------|--------|
| Salaries & benefits** | 7500 | Installation/Maintenance | 7531 |
| Consultants | 7510 | Permits/Fees/Inspection | 7532 |
| Graphic Design | 7511 | Bank Service Charges | 7533 |
| Translation Services | 7512 | Meals/Refreshment | 7540 |
| Supplies | 7520 | Rent | 7550 |
| Incentives | 7521 | Transportation & Lodging | 7560 |
| Stipend | 7522 | Conference & Training Fee | 7570 |
| Printing | 7523 | Training | 7571 |
| Software | 7524 | Patient Assistance | 7580 |
| Equipment/Remodeling | 7530 | | |

***Reimbursements:** the receipt must show the following information: name of the person who paid it, item purchased, amount and date of purchase. Estimates are not accepted.

****Salaries and benefits:** the report provided as part of the disbursement request must clearly list the name of the individual, the period or periods covered. The compensation and benefit amounts must be also listed separately.

The Foundation recommends submitting authorized disbursement requests within 30 days of date of expenditure. All expenses must be submitted on or before July 15th in order to close the June 30 fiscal year.

Expenses that do not fall within the open fiscal year will not be reimbursed.

The disbursement form can be submitted several ways:

1. Email to accounting@sfgfhf.org
2. Interoffice mail
3. Dropped off at Foundation office location
4. Mailed to PO Box 410836, SF CA 94141.

Once the completed form is received, the disbursement check will be issued within 5 to 10 business days.



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Thank you for your support of the San Francisco General Hospital Foundation. In order to comply with Mayor London Breed's September 2020 directive and San Francisco's voter-approved Sunshine Ordinance (listed below), which was crafted to ensure transparency when donations are made that benefit City institutions like Zuckerberg San Francisco General Hospital, San Francisco General Hospital Foundation is obligated by the City of San Francisco to request that you please complete and confirm the following information:

Contributor & Contribution Information:

Name: San Francisco Public Health Foundation
Address: 1 Hallidie Plaza Suite 808
San Francisco, CA 94102
Value and Date: \$524,808.33 on 12/4/17 and previous
contributions for the last 10 years totaling \$511,398.69

Phone: 415-504-6738
Money, Goods, Services (description):
Money for SFHP - Children Health Center
Family Health Center, SFGH General Medicine
Clinic

The above address is a: Business Residence

Financial Interest:

Please check the appropriate box(es) that describe your financial interest with the City.

- No Financial Interest
- Contract with the City (Please describe): Multiple contracts with City to provide
- Grant from the City (Please describe): administrative svcs
- Lease of Space to or from the City (Please describe): 10/1/2013 to 8/1/2019
- City License, Permit, or Entitlement for Use (Please describe): _____
- Other Financial Interest (Please describe): _____
- Pending Financial Interest (Please describe): _____

San Francisco Administrative Code Chapter 67 section 67.29-6 (Sources of Outside Funding) provides:

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

Signature

February 22, 2023
Date

Please return this form at your earliest convenience to bferreira@sfgfh.org or mail to San Francisco General Hospital Foundation, Attn: Gift Compliance, PO Box 410836, San Francisco, CA 94141-0836.

Please contact bferreira@sfgfh.org should you have any questions. Thank you once again for your generous support.