

File No. 220151

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date March 16, 2022

Board of Supervisors Meeting Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date March 8, 2022

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - The Gerson Bakar Foundation - San Francisco
2 General Hospital Foundation - The Department of Psychiatry Inpatient Unit Improvements -
3 \$1,900,000]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**
5 **expend a grant in the amount of \$1,900,000 from the Gerson Bakar Foundation through**
6 **the San Francisco General Hospital Foundation for participation in a program, entitled**
7 **“The Department of Psychiatry Inpatient Unit Improvements,” for the period of June 8,**
8 **2021, through August 31, 2022.**

9
10 WHEREAS, The Gerson Bakar Foundation (GBF), through the San Francisco General
11 Hospital Foundation (SFGHF) as a pass-through entity, has agreed to fund the Department of
12 Public Health (DPH) in the amount of \$1,900,000 for participation in a program, entitled “The
13 Department of Psychiatry Inpatient Unit Improvements,” for the period of June 8, 2021,
14 through August 31, 2022; and

15 WHEREAS, This grant is to support Zuckerberg San Francisco General Hospital in
16 providing replacement of the patient furnishing, fixtures and equipment upgrades for
17 psychiatric services; and

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

19 WHEREAS, A request for retroactive approval is being sought because DPH received
20 the memorandum of understanding on December 6, 2021, for a project start date of June 8,
21 2021; and

22 WHEREAS, The Department proposes to maximize use of available grant funds on
23 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

24 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
25 the grant budget; and, be it

1 FURTHER RESOLVED, That DPH is hereby authorized to accept and expend a grant
2 in the amount of \$1,900,000 from the GBF through SFGHF; and, be it

3 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
4 expend the grant funds pursuant to Administrative Code, Section 10.170-1; and, be it

5 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
6 memorandum of understanding on behalf of the City; and, be it

7 FURTHER RESOLVED, That within thirty (30) days of the memorandum of
8 understanding being fully executed by all parties, the Director of Health shall provide a copy to
9 the Clerk of the Board of Supervisors for inclusion in the official file.

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1 Recommended: Approved: _____/s/_____

2 Mayor

3 _____/s/_____

4 Dr. Grant Colfax Approved: _____/s/_____

5 Director of Health Controller

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File Number: 220151
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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: **The Department of Psychiatry Inpatient Unit Improvements**

2. Department: **Department of Psychiatry**
Department of Public Health

3. Contact Person: **Jason Zook** Telephone: **(628) 206-6853**

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$1,900,000**

6a. Matching Funds Required: \$ **N/A**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **The Gerson Bakar Foundation**

b. Grant Pass-Through Agency (if applicable): **San Francisco General Hospital Foundation (SFGHF)**

8. Proposed Grant Project Summary: **FFE Upgrades for Psychiatric Services located on ZSFG Campus. (Beds, furniture, equipment)**

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

Start-Date: **06/08/21** End-Date: **08/31/22**

10a. Amount budgeted for contractual services: **0**

b. Will contractual services be put out to bid?

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

d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

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

b1. If yes, how much? **N/A**

b2. How was the amount calculated? **N/A**

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

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? **5% SFGHF Indirect Administrative**

12. Any other significant grant requirements or comments:

Project consists of multiple small projects. Some efforts are furniture replacement only. Some require minor construction work that will be performed by the ZSFG facilities Dept, CH6 Contractors or through DPW JOC contract based on scope and availability (i.e. seismic anchoring of heavy or tall furniture/equipment, etc).

We respectfully request for approval to accept and expend these funds retroactive to June 08, 2021. The Department received the MOU on December 6, 2021.

GRANT CODE (Please include Grant Code and Detail in FAMIS):

Proposal ID: CTR00002804
**Project Desc: Department of Psychiatry Inpatient Unit Improvement - FFE Upgrades for
Psychiatric Services located on ZSFG Campus. (Beds, furniture, equipment)**
Project ID: 10038374
Activity: 0001
Fund ID: 21132
Dept ID: 251667
Auth ID: 10001

****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 checked="" 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: 1/25/2022 | 4:14 PM PST

DocuSigned by:
Toni Rucker
704292F3231F44D
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 1/26/2022 | 12:53 PM PST

DocuSigned by:
Greg Wagner
704292F3231F44D
(Signature Required)
Greg Wagner, COO for



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Zuckerberg San Francisco General Hospital & Trauma Center

Memorandum of Understanding

This Memorandum of Understanding (MOU) between San Francisco General Hospital Foundation herein after called "Foundation" and Zuckerberg San Francisco General Hospital is made and entered into as of June 8, 2021:

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:

The Department of Psychiatry Inpatient Unit Improvements

The funds for which were received by the Foundation from The Gerson Bakar Foundation.

MOU TERMS

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 **Department of Psychiatry at Zuckerberg San Francisco General Hospital & Trauma Center** begins June 8, 2021 and ends June 7, 2022.

PROGRAM RESPONSIBILITIES UNDER THIS MOU

This grant is to support Zuckerberg San Francisco General Hospital in providing replacement of furnishings, fixtures, and equipment upgrades for psychiatric services.

The project leads for this grant are Dr. Lisa Fortuna and Dr. Mark Leary.



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Furnishings

Replace patient day room furniture	
Replace family welcome room furniture	
Replace occupational therapy room furniture	
Replace bedside tables	
Replace patient beds	
Patient property room organizational storage system	
Replace 7th floor patio modular furniture	\$300,000

Behavioral Health Center Furnishings

Replace patient day room furniture	
Replace family welcome room furniture	
Replace occupational therapy room furniture	
Replace bedside tables	
Replace patient beds	\$175,000

Fixtures

Windows to selected solid doors	\$76,300
Shower faucet replacement in all patient bathrooms	\$160,000
Adjustable soft lighting for common areas in dayrooms, hallway, and family meeting rooms	\$205,000
Art, Signage, Wayfinding	\$325,300
Security Door Entry Upgrade	\$115,000

Equipment

Ceiling mounted cameras (+ outside monitors) in seclusion rooms	\$117,900
Patient medication refrigerator	\$10,000
Flat screen/link to patient info system	\$75,000
Upgrade linoleum in patient care areas with wood laminate	\$230,000
Patient amenities, including weighted blankets, headphones, and relaxing CDs	\$3,500

Other

Permitting Contingencies	\$107,000
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Total	\$1,900,000
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SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Expenses allowed are up to the maximum spend not to exceed the amounts in \$1,900,000.

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.

MODIFICATION AND TERMINATION

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This agreement 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 must be made in writing and must be agreed to and executed by the parties before becoming effective.

Either party may terminate this agreement 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 budget covered under this agreement does not have sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Foundation shall have no liability to pay any funds whatsoever to ZSFG and ZSFG shall not be obligated to perform any provisions for which they are not reimbursed.

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



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

SIGNATURE

Kim Meredith

Date: 12.03.2021

Kim Meredith
Chief Executive Officer
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028
San Francisco, CA 94110

DocuSigned by:

Susan Ehrlich

4FFA51F30ABA481...

Date: 12/06/2021 | 11:50 AM PST

ZSFG Authorized Signer

Susan Ehrlich
Chief Executive Officer
Zuckerberg San Francisco General Hospital



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

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:

Salaries & benefits**Acc#	7500	Equipment/Remodeling	7530
Consultants	7510	Permits/Fees/Inspection	7532
Graphic Design	7511	Meals/Refreshment	7540
Translation Services	7512	Transportation & Lodging	7560
Supplies	7520	Conference & Training Fee	7570
Incentives	7521	Patient Assistance	7580
Stipend	7522	Other (please specify):	7590
Printing	7523		
Software	7524		

*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@sfg hf.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.

San Francisco Department of Public Health (SFDPH)
Department of Psychiatry
The Department of Psychiatry Inpatient Unit Improvements
BUDGET JUSTIFICATION

June 8, 2021 to August 31, 2022

A.	PERSONNEL	
B.	MANDATORY FRINGE	
	TOTAL PERSONNEL:	\$0
C.	TRAVEL	\$0
D.	EQUIPMENT	\$1,793,000
E.	MATERIALS AND SUPPLIES	\$0
F.	CONTRACTUAL	\$0
G.	OTHER	\$107,000
	TOTAL DIRECT COSTS	\$1,900,000
H.	INDIRECT COSTS	\$0
	TOTAL BUDGET:	\$1,900,000



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

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Replace bedside tables	
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Patient amenities, including weighted blankets, headphones, and relaxing CDs	\$3,500

Other

Permitting Contingencies	\$107,000
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SFGHF Indirect

SFGHF Indirect Administrative (5%)	\$100,000
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Total	\$2,000,000
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The Department of Psychiatry Inpatient Unit Improvements

Recipient: *Department of Psychiatry at ZSFG*

Fiscal Year 2021 - 2022

Category	Amount
Furnishings	\$ 300,000
Behavioral Health Center Furnishings	\$ 175,000
Fixtures	\$ 881,600
Equipment	\$ 436,400
Contingencies	\$ 107,000
	\$ 1,900,000



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dr. Grant Colfax
Director of Health
DATE: 1/26/2022
SUBJECT: Grant Accept and Expend
GRANT TITLE: Accept and Expend Grant – The Department of Psychiatry
Inpatient Unit Improvements - \$1,900,000

Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes

No