

File No. 141296

Committee Item No. 10

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 7, 2016

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 checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" 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"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong Date December 2, 2016

Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Grant - Centers for Disease Control and Prevention - National HIV  
2 Behavioral Surveillance - San Francisco - Total Amount of \$558,933]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant increase of \$71,047 for a total amount of \$558,933 from Centers for**  
5 **Disease Control and Prevention to participate in a program entitled National HIV**  
6 **Behavioral Surveillance - San Francisco for the period of January 1, 2016, through**  
7 **December 31, 2016.**

8  
9 WHEREAS, Centers for Disease Control and Prevention has agreed to fund  
10 Department of Public Health (DPH) in the amount of \$558,933 for the period of January 1,  
11 2016, through December 31, 2016; and

12 WHEREAS, The full project period of the grant starts on January 1, 2016 and ends on  
13 December 31, 2020, with years two, three, four, and five subject to availability of funds and  
14 satisfactory progress of the project; and

15 WHEREAS, The purpose of this project is to continue on-going bio-behavioral  
16 surveillance activities among populations at high risk for HIV infection in San Francisco; and

17 WHEREAS, This activity monitors changes in HIV prevalence, incidence and related  
18 risk behaviors; and

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

20 WHEREAS, A request for retroactive approval is being sought because DPH received  
21 the full award agreement on August 18, 2016, for a project start date of January 1, 2016; and

22 WHEREAS, The AAO budget for FY2015-16 was approved in the amount of \$487,886;  
23 and

24 WHEREAS, An increase of \$71,047 from \$487,886 was approved for the period of  
25 January 1, 2016, through December 31, 2016 for a total amount of \$558,933; and

1           WHEREAS, The budget includes a provision for indirect costs in the amount of  
2 \$44,881; now, therefore, be it

3           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
4 in the amount of \$558,933 from Centers for Disease Control and Prevention; and, be it

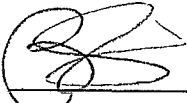
5           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
6 expend the grant funds pursuant to Administrative Code, Section 10.170-1; and, be it

7           FURTHER RESOLVED, That the Director of Health is authorized to enter into the  
8 Agreement on behalf of the City.

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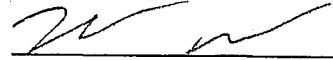
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RECOMMENDED:



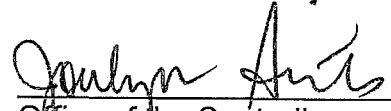
Barbara A. Garcia, MPA  
Director of Health

APPROVED:



Office of the Mayor

for



Office of the Controller

**File Number:** \_\_\_\_\_  
(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: **National HIV Behavioral Surveillance (NHBS)-San Francisco**

2. Department: **Department of Public Health  
Center of Public Health Research**

3. Contact Person: **Henry Fish Raymond** Telephone: **415-554-9093**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$2,794,665 in the 5-year project period**  
**(Year 1 = \$558,933; Year 2 = \$558,933; Year 3 = \$558,933; Year 4 = \$558,933; Year 5 = \$558,933)**

6a. Matching Funds Required: **\$0**

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

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

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **The purpose of the proposed program is to continue on-going bio-behavioral surveillance activities among populations at high risk for HIV infection in San Francisco. This activity monitors changes in HIV prevalence, incidence and related risk behaviors. Data collected informs HIV prevention and care priorities and planning. Data collected also leads to improvements in HIV prevention programs in order to reduce new infections in the city.**

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

**Approved Year one project:**

**Start-Date: 01/01/2016 End-Date: 12/31/2016**

**Full project period:**

**Start-Date: 01/01/2016 End-Date: 12/31/2020**

10a. Amount budgeted for contractual services: **\$232,141 in Year 1**  
**\$1,125,197 in the 5-year project period**

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

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? **N/A**

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

b1. If yes, how much? **\$44,881 in Year 1; \$224,405 in the 5-year project period**

b2. How was the amount calculated?

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

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?

12. Any other significant grant requirements or comments:

**We respectfully request for approval to accept and expend these funds retroactive to January 01, 2016. The Department received the full award agreement on August 18, 2016.**

**The final award approved for HCD123/1600 for budget period January 1, 2016 - December 31, 2016 is \$558,933, compared to the AAO budget of \$487,886 from FY2015-2016. An increase of \$71,047 was approved for a total of \$558,933.**

Grant Code: HCD123/1600

**\*\*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:

*fw*  
Matthew Valdez  
(Name)

EEO Programs Manager, Office of Equal Employment Opportunity and Cultural Competency  
(Title)

Date Reviewed: 10-29-16

*Joni Ruck*  
(Signature Required)

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

*B*  
Barbara A. Garcia, MPA  
(Name)

Director of Health  
(Title)

Date Reviewed: 10/28/16

*BW*  
(Signature Required)

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
 Center for Public Health Research  
 CDC National HIV Behavioral Surveillance System  
 January 1, 2016 - December 31, 2016  
 Year 1 Award  
 HET4

Dept / Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
 Index Code: HCHPDHIVSVGR  
 Grant Code: HCD123  
 Grant Detail: 1600

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1 Manager I (Principle Investigator) 0922 1 vacant (H. Raymond)	140,592	64,630	205,222	20%	0.20	11,716	12	28,118	12,926	41,044	
2. Health Worker III 2587 5 T. lck	78,130	35,916	114,046	100%	1.00	6,511	12	78,130	35,916	114,046	
3. Health worker I (Team Leader-MSM) 2585 5 J. Rivie	62,956	28,941	91,897	100%	1.00	5,246	12	62,956	28,941	91,897	
4 Epidemiologist I 2802 4 YH Chen	92,589	42,563	135,152	15%	0.15	7,716	12	13,888	6,384	20,273	
5 Bacteriological Lab. Assistant 2416 5 TBD	73,589	33,829	107,418	10%	0.10	6,132	6	3,679	1,691	5,371	
6 COLA 4%								0		0	
7 STEP Increases 5%								0		0	
<b>TOTAL SALARY/FRINGE</b>	<b>447,856</b>	<b>205,879</b>	<b>653,735</b>		<b>2.45</b>			<b>186,772</b>	<b>85,859</b>	<b>272,631</b>	
00101 SALARIES										186,772	
00103 FRNG BN										85,859	
<b>SUB TOTAL</b>										<u><u>272,631</u></u>	
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<u><u>0</u></u>	
<b>D. EQUIPMENT</b>											
1.										0	
<b>Sub Total EQUIPMENT</b>										<u><u>0</u></u>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office Supplies (04951)										0	
2. Food (04699)										0	
3. RV Fuel (04799)										0	
4. Laboratory Supplies (04431)										448	
5. Educational Supplies										1,000	
<b>Sub Total SUPPLIES</b>										<u><u>1,448</u></u>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. UCSF										0	
2. PHFE										232,141	
<b>Sub Total CONTRACTS</b>										<u><u>232,141</u></u>	

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
 Center for Public Health Resarch  
 CDC National HIV Behavioral Surveillance System  
 January 1, 2016 - December 31, 2016  
 Year 1 Award  
 HET4

Dept / Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
 Index Code: HCHPDHIVSVGR  
 Grant Code: HCD123  
 Grant Detail: 1600

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
G. OTHER											
1. Rent support/mtg fac (081RR)										0	
2. Telephone/Com (03241)										0	
3. RV Rental (03121)										0	
4. Delivery/Courier svrc (03521)										0	
5. Reproduction/Photocopy										0	
a. Photocopier Leasing (03131)										0	
b. Photocopier Maint (02931)										0	
c. Repro Svrc (In House)(081PR)										0	
6. Print/Slide Svrc (Outside)(03552)										3,832	
7. Promotion/Advertisement (03599)										0	
8. Equip. Prev. Mait (02900)										0	
9. Staff Training (02201)										0	
10. BSS Stipends(02783)										0	
11. HRH Stipends(02783)										0	
12. IRB Review (02799)										4,000	
Sub TOTAL OTHER										<u>7,832</u>	
TOTAL DIRECT COST										<b>514,052</b>	

**BUDGET SUMMARY**

A. SALARIES	FTE = 2.45	186,772
B. MANDATORY FRINGE		85,859
C. TRAVEL		0
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		1,448
F. CONTRACT / MOU		232,141
G. OTHER		7,832
DIRECT COSTS		514,052
H. INDIRECT COST (24.03% of total salaries)		44,881
TOTAL BUDGET		558,933
AWARD		558,933
SURPL/(DEFICIT)		(0)



SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
Center for Public Health Research  
CDC National HIV Behavioral Surveillance System  
January 1, 2017 - December 31, 2017  
Year 2 application  
MSM5

Dept / Div: HPH-03  
Fund Group: 2S/CHS/GNC  
Index Code: HCHPDHIVSVGR  
Grant Code: HCD123  
Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1. Manger I 0922 5 H. Raymond	140,592	64,630	205,222	20%	0.20	11,716	12	28,118	12,926	41,044	
2. Health Worker III 2587 5 T. Ick	78,130	35,916	114,046	100%	1.00	6,511	12	78,130	35,916	114,046	
3. Health worker I (Team Leader-MSM) 2585 5 TBD	62,956	28,941	91,897	100%	1.00	5,246	12	62,956	28,941	91,897	
4. Epidemiologist II 2802 5 YH Chen	92,589	42,563	135,152	15%	0.15	7,716	12	13,888	6,384	20,273	
5. Bacteriological Lab. Assistant 2416 5 TBD	73,589	33,829	107,418	10%	0.10	6,132	6	3,679	1,691	5,371	
6. COLA 4%								0		0	
7. STEP Increases 5%								0		0	
<b>TOTAL SALARY/FRINGE</b>	<b>447,856</b>	<b>205,879</b>	<b>653,735</b>		<b>2.45</b>			<b>186,772</b>	<b>85,859</b>	<b>272,631</b>	
00101 SALARIES										186,772	
00103 FRNG BN										85,859	
<b>SUB TOTAL</b>										<u>272,631</u>	
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<u>0</u>	
<b>D. EQUIPMENT</b>											
1.										0	
<b>Sub Total EQUIPMENT</b>										<u>0</u>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office Supplies (04951)										0	
2. Food (04699)										0	
3. RV Fuel (04799)										0	
4. Laboratory Supplies (04431)										2,359	
5. Educational Supplies										500	
<b>Sub Total SUPPLIES</b>										<u>2,859</u>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. UCSF										0	
2. PHFE										223,264	
<b>Sub Total CONTRACTS</b>										<u>223,264</u>	

G. OTHER

1. Rent support/mtg fac (081RR)	10,700
2. Telephone/Com (03241)	0
3. RV Rental (03121)	0
4. Delivery/Courier svcs (03521)	0
5. Reproduction/Photocopy	0
a. Photocopier Leasing (03131)	0
b. Photocopier Maint (02931)	0
c. Repro Svcs (In House)(081PR)	0
6. Print/Slide Svcs (Outside)(03552)	598
7. Promotion/Advertisement (03599)	0
8. Equip. Prev. Maint (02900)	0
9. Staff Training (02201)	0
10. BSS Stipends(02783)	0
11. HRH Stipends(02783)	0
12. IRB Review (02799)	4,000
<b>Sub TOTAL OTHER</b>	<u>15,298</u>
<b>TOTAL DIRECT COST</b>	<b>514,052</b>

BUDGET SUMMARY

A. SALARIES	FTE = 2.45	186,772
B. MANDATORY FRINGE		85,859
C. TRAVEL		0
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		2,859
F. CONTRACT / MOU		223,264
G. OTHER		15,298
<b>DIRECT COSTS</b>		<b>514,052</b>
H. INDIRECT COST (24.03% of total salaries)		44,881
<b>TOTAL BUDGET</b>		<b>558,933</b>
<b>AWARD</b>		<b>558,933</b>
<b>SURPL/(DEFICIT)</b>		<b>(0)</b>

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**Center for Public Health Research**  
**CDC National HIV Behavioral Surveillance System**  
**January 1, 2018 - December 31, 2018**  
**Year 3 application**  
**IDU5**

Dept / Div: HPH-03  
Fund Group: 2S/CHS/GNC  
Index Code: HCHPDHIVSVGR  
Grant Code: HCD123  
Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1. Manger I 0922 5 H. Raymond	140,592	64,630	205,222	20%	0.20	11,716	12	28,118	12,926	41,044	
2. Health Worker III 2587 5 T. Ick	78,130	35,916	114,046	100%	1.00	6,511	12	78,130	35,916	114,046	
3. Health worker I (Team Leader-MSM) 2585 5 TBD	62,956	28,941	91,897	100%	1.00	5,246	12	62,956	28,941	91,897	
4. Epidemiologist II 2802 5 YH Chen	92,589	42,563	135,152	15%	0.15	7,716	12	13,888	6,384	20,273	
5. Bacteriological Lab. Assistant 2416 5 TBD	73,589	33,829	107,418	10%	0.10	6,132	6	3,679	1,691	5,371	
6 COLA 4%								0		0	
7 STEP Increases 5%								0		0	
<b>TOTAL SALARY/FRINGE</b>	<b>447,856</b>	<b>205,879</b>	<b>653,735</b>		<b>2.45</b>			<b>186,772</b>	<b>85,859</b>	<b>272,631</b>	
00101 SALARIES										186,772	
00103 FRNG BN										85,859	
<b>SUB TOTAL</b>										<b>272,631</b>	
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<b>0</b>	
<b>D. EQUIPMENT</b>											
1.										0	
<b>Sub Total EQUIPMENT</b>										<b>0</b>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office Supplies (04951)										0	
2. Food (04699)										0	
3. RV Fuel (04799)										0	
4. Laboratory Supplies (04431)										2,359	
5. Educational Supplies										500	
<b>Sub Total SUPPLIES</b>										<b>2,859</b>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. UCSF										0	
2. PHFE										223,264	
<b>Sub Total CONTRACTS</b>										<b>223,264</b>	

G. OTHER

1. Rent support/mtg fac (081RR)	10,700
2. Telephone/Com (03241)	0
3. RV Rental (03121)	0
4. Delivery/Courier svcs (03521)	0
5. Reproduction/Photocopy	0
a. Photocopier Leasing (03131)	0
b. Photocopier Maint (02931)	0
c. Repro Svcs (In House)(081PR)	0
6. Print/Slide Svcs (Outside)(03552)	598
7. Promotion/Advertisement (03599)	0
8. Equip. Prev. Maint (02900)	0
9. Staff Training (02201)	0
10. BSS Stipends(02783)	0
11. HRH Stipends(02783)	0
12. IRB Review (02799)	4,000
<b>Sub TOTAL OTHER</b>	<u>15,298</u>
<b>TOTAL DIRECT COST</b>	<b>514,052</b>

BUDGET SUMMARY

A. SALARIES	FTE = 2.45	186,772
B. MANDATORY FRINGE		85,859
C. TRAVEL		0
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		2,859
F. CONTRACT / MOU		223,264
G. OTHER		15,298
DIRECT COSTS		514,052
H. INDIRECT COST (24.03% of total salaries)		44,881
<b>TOTAL BUDGET</b>		<b>558,933</b>
<b>AWARD</b>		<b>558,933</b>
<b>SURPL/(DEFICIT)</b>		<b>(0)</b>

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
Center for Public Health Research  
CDC National HIV Behavioral Surveillance System  
January 1, 2019 - December 31, 2019  
Year 4 application  
HET5

Dept / Div: HPH-03  
Fund Group: 2S/CHS/GNC  
Index Code: HCHPDHIVSVGR  
Grant Code: HCD123  
Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1. Manger I 0922 5 H. Raymond	140,592	64,630	205,222	20%	0.20	11,716	12	28,118	12,926	41,044	
2. Health Worker III 2587 5 T. Ick	78,130	35,916	114,046	100%	1.00	6,511	12	78,130	35,916	114,046	
3. Health worker I (Team Leader-MSM) 2585 5 TBD	62,956	28,941	91,897	100%	1.00	5,246	12	62,956	28,941	91,897	
4. Epidemiologist II 2802 5 YH Chen	92,589	42,563	135,152	15%	0.15	7,716	12	13,888	6,384	20,273	
5. Bacteriological Lab. Assistant 2416 5 TBD	73,589	33,829	107,418	10%	0.10	6,132	6	3,679	1,691	5,371	
6. COLA 4%								0		0	
7. STEP Increases 5%								0		0	
<b>TOTAL SALARY/FRINGE</b>	<b>447,856</b>	<b>205,879</b>	<b>653,735</b>		<b>2.45</b>			<b>186,772</b>	<b>85,859</b>	<b>272,631</b>	
00101 SALARIES										186,772	
00103 FRNG BN										85,859	
<b>SUB TOTAL</b>										<b>272,631</b>	
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<b>0</b>	
<b>D. EQUIPMENT</b>											
1.										0	
<b>Sub Total EQUIPMENT</b>										<b>0</b>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office Supplies (04951)										0	
2. Food (04699)										0	
3. RV Fuel (04799)										0	
4. Laboratory Supplies (04431)										2,359	
5. Educational Supplies										500	
<b>Sub Total SUPPLIES</b>										<b>2,859</b>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. UCSF										0	
2. PHFE										223,264	
<b>Sub Total CONTRACTS</b>										<b>223,264</b>	

G. OTHER		
1. Rent support/mtg fac (081RR)		10,700
2. Telephone/Com (03241)		0
3. RV Rental (03121)		0
4. Delivery/Courier srvc (03521)		0
5. Reproduction/Photocopy		0
a. Photocopier Leasing (03131)		0
b. Photocopier Maint (02931)		0
c. Repro Srvc (In House)(081PR)		0
6. Print/Slide Srvc (Outside)(03552)		598
7. Promotion/Advertisement (03599)		0
8. Equip. Prev. Mait (02900)		0
9. Staff Training (02201)		0
10. BSS Stipends(02783)		0
11. HRH Stipends(02783)		0
12. IRB Review (02799)		4,000
<b>Sub TOTAL OTHER</b>		<u><u>15,298</u></u>
<b>TOTAL DIRECT COST</b>		<b>514,052</b>

**BUDGET SUMMARY**

A. SALARIES	FTE = 2.45	186,772
B. MANDATORY FRINGE		85,859
C. TRAVEL		0
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		2,859
F. CONTRACT / MOU		223,264
G. OTHER		15,298
<b>DIRECT COSTS</b>		<b>514,052</b>
H. INDIRECT COST (24.03% of total salaries)		44,881
<b>TOTAL BUDGET</b>		<b>558,933</b>
<b>AWARD</b>		<b>558,933</b>
<b>SURPL/(DEFICIT)</b>		<b>(0)</b>

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**Center for Public Health Research**  
**CDC National HIV Behavioral Surveillance System**  
**January 1, 2020 - December 31, 2020**  
**Year 5 application**  
**MSM6**

Dept / Div: HPH-03  
Fund Group: 2S/CHS/GNC  
Index Code: HCHPDHIVSVGR  
Grant Code: HCD123  
Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>A. PERSONNEL</b>											
<b>HIV SEROEPIDEMIOLOGY</b>											
1. Manger I 0922 5 H. Raymond	140,592	64,630	205,222	20%	0.20	11,716	12	28,118	12,926	41,044	
2. Health Worker III 2587 5 T. Ick	78,130	35,916	114,046	100%	1.00	6,511	12	78,130	35,916	114,046	
3. Health worker I (Team Leader-MSM) 2585 5 TBD	62,956	28,941	91,897	100%	1.00	5,246	12	62,956	28,941	91,897	
4. Epidemiologist II 2802 5 YH Chen	92,589	42,563	135,152	15%	0.15	7,716	12	13,888	6,384	20,273	
5. Bacteriological Lab. Assistant 2416 5 TBD	73,589	33,829	107,418	10%	0.10	6,132	6	3,679	1,691	5,371	
6. COLA 4%								0		0	
7. STEP Increases 5%								0		0	
<b>TOTAL SALARY/FRINGE</b>	<b>447,856</b>	<b>205,879</b>	<b>653,735</b>		<b>2.45</b>			<b>186,772</b>	<b>85,859</b>	<b>272,631</b>	
00101 SALARIES										186,772	
00103 FRNG BN										85,859	
<b>SUB TOTAL</b>										<u><u>272,631</u></u>	
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<u><u>0</u></u>	
<b>D. EQUIPMENT</b>											
1.										0	
<b>Sub Total EQUIPMENT</b>										<u><u>0</u></u>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office Supplies (04951)										0	
2. Food (04699)										0	
3. RV Fuel (04799)										0	
4. Laboratory Supplies (04431)										2,359	
5. Educational Supplies										500	
<b>Sub Total SUPPLIES</b>										<u><u>2,859</u></u>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. UCSF										0	
2. PHFE										223,264	
<b>Sub Total CONTRACTS</b>										<u><u>223,264</u></u>	

G. OTHER

1. Rent support/mtg fac (081RR)	10,700
2. Telephone/Com (03241)	0
3. RV Rental (03121)	0
4. Delivery/Courier srvc (03521)	0
5. Reproduction/Photocopy	0
a. Photocopier Leasing (03131)	0
b. Photocopier Maint (02931)	0
c. Repro Srvc (In House)(081PR)	0
6. Print/Slide Srvc (Outside)(03552)	598
7. Promotion/Advertisement (03599)	0
8. Equip. Prev. Mait (02900)	0
9. Staff Training (02201)	0
10. BSS Stipends(02783)	0
11. HRH Stipends(02783)	0
12. IRB Review (02799)	4,000
<b>Sub TOTAL OTHER</b>	<u>15,298</u>
<b>TOTAL DIRECT COST</b>	<b>514,052</b>

BUDGET SUMMARY

A. SALARIES	FTE = 2.45	186,772
B. MANDATORY FRINGE		85,859
C. TRAVEL		0
D. EQUIPMENT		0
E. MATERIALS AND SUPPLIES		2,859
F. CONTRACT / MOU		223,264
G. OTHER		15,298
DIRECT COSTS		514,052
H. INDIRECT COST (24.03% of total salaries)		44,881
<b>TOTAL BUDGET</b>		<b>558,933</b>
<b>AWARD</b>		<b>558,933</b>
<b>SURPL/(DEFICIT)</b>		<b>(0)</b>



**San Francisco Department of Public Health (SFPDH)**

**Center for Public Health Research**

**National HIV Behavioral Surveillance System**

**Core Activities**

**DUNS #1037173360000**

**Year 1: January 1, 2016 – December 31, 2016**

**Budget Summary**

A. Salaries	\$186,772
B. Mandatory Fringe	\$85,859
C. Consultant Costs	\$0
D. Equipment	\$0
E. Materials and Supplies	\$1,448
F. Travel	\$0
G. Other Expenses	\$7,832
H. Contractual	\$232,141
<b>Total Direct Costs</b>	<b>\$514,052</b>
I. Indirect Costs (24.03% of Total Salaries)	\$44,881
<b>TOTAL BUDGET FOR YEAR 2016</b>	<b>\$558,933</b>

Year 1: Detail Line-Item Budget and Justification: January 1, 2016 – December 31, 2016

A. SALARIES

\$186,772

Position Title and Name	Annual	Time	Months	Amount Requested
Manager I (0992) Henry Fisher Raymond, DrPH	\$140,592	20%	12 months	\$28,118
Health Worker III (2587) Theresa Ick	\$78,130	100%	12 months	\$78,130
Health Worker I (2585) John Rivie, Jr.	\$62,956	100%	12 months	\$62,956
Epidemiologist I (2802) Yea Hung Chen	\$92,589	15%	12 months	\$13,889
Bacteriological Lab. Assistant (2802) TBD	\$73,589	10%	12 months	\$3,679

Job Description: Manager II – (Henry Fisher Raymond)

As Principal Investigator for the NHBS, he has primary responsibility for planning, developing, directing, and evaluating all scientific aspects of the study. He is the primary liaison with the CDC. He develops survey protocols, policies, procedures and instruments. He directly supervises one project director and indirectly supervises Research Assistants. He works closely with CDC study epidemiologists.

Job Description: Health Worker III – (Theresa Ick)

Ms. Ick serves as the Project Director of NHBS, she has primary responsibility for training and supervising Research Assistants; she assists in conducting focus groups and community assessment processes; she directs the enumeration of survey venues, and is responsible for creating promotional materials and for promoting the survey in all NHBS communities. She is responsible for scheduling survey staff. In the field, she supervises the conduct of the staff, is responsible for insuring adherence to protocols, policies and procedures; she may also participates in recruiting, interviewing, and providing HIV and STD prevention education, and referrals when appropriate.

Job Description: Health Worker I – (John Rivie, Jr.)

This position is responsible for recruiting, interviewing, and providing HIV and STD prevention education and referrals to participants. He assists with conducting community assessments.

Job Description: Epidemiologist I – (Yea Hung Chen)

This position is primarily responsible for analysis of study results.

Job Description: Bacteriological Lab. Assistant – (TBD)

This position will coordinate and run HIV confirmatory tests.

<b>B. FRINGE BENEFITS @ 45.97%</b>	<b>\$85,859</b>
<b>C. CONSULTANT COSTS</b>	<b>\$0</b>
<b>D. EQUIPMENT</b>	<b>\$0</b>
<b>E. MATERIALS AND SUPPLIES</b>	<b>\$1,448</b>

Item	Rate	Cost
Educational Supplies	\$166.67/month x 6 months	\$1,000
HIV Confirmatory Tests	\$44.75 /Specimen x 10 Specimens	\$448

Educational Supplies: Cost of condoms and lubricants, approximately \$166.67 per month for six months supplies.

HIV Confirmatory Tests: Costs of condoms and lubricants for additional study participants.

<b>F. TRAVEL</b>	<b>\$0</b>
<b>G. OTHER</b>	<b>\$7,832</b>

Item	Rate	Cost
Printing	Printing of Annual Report: 60 pages, full-color, double-sided, sized 8.5x11 on glossy text stock; covers in cardstock full color spiral bound Qty-150 @ \$2,500	\$2,500
	Design and printing of promotional materials: 1) One page full color, 8.5X11 on glossy text stock. Qty. - 500 = \$200 2) Design = \$500	\$700
	Printing of Referral guides: 10 pg., 8.5x11 on glossy text stock. Qty-500 = \$632	\$632
Other Fees	Expedited IRB review @ \$4,000	\$4,000
<b>Total</b>		<b>\$7,832</b>

Printing: Funds to print promotional materials, annual reports and referral guides.

Other Fees: Funds to pay IRB review fees. All reviews require payment of a review fee.

<b>H. CONTRACTUAL</b>	<b>\$232,141</b>
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- Name of Contractor: Public Health Foundation Enterprises, Inc. (PHFE)**

**Method of Selection:** Sole Source. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the section.

**Period of Performance:** 01/01/2016 - 12/31/2016

**Scope of work**

- i) Service category: Fiscal Intermediary
  - (1) Award amount: \$232,141
  - (2) Subcontractors: None.
- ii) Services provided: Fiscal intermediary services to the SFDPH, Center of Public Health Research.  
PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

**Method of Accountability:** The contractor will follow the CDC and Center for Public Health Research 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 \$125,897

Position Title and Name	Annual	Time	Months	Amount Requested
Research Assistant Erin Wilson, DrPH	\$126,680	5%	12 months	\$6,334
Research Assistant Dillon Trujillo	\$50,500	50%	12 months	\$25,250
Research Assistant TBD	\$50,500	50%	6 months	\$12,625
Research Assistant TBD	\$50,500	50%	6 months	\$12,625
Research Assistant TBD	\$50,500	50%	6 months	\$12,625
Research Assistant/Results Coordinator TBD	\$50,500	50%	9 months	\$18,938
Data Manager TBD	\$75,000	50%	12 months	\$37,500

Job Description: Research Associate – (Erin Wilson)

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance. Dr. Wilson will also supervise the interview team through observations of interviewers in coordination with Dr. Raymond. She will also participate closely in the analysis and dissemination of study results.

Job Description: Research Associate – (Dillon Trujillo)

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

Job Description: Research Associate – (TBD)

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

Job Description: Research Associate – (TBD)

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

Job Description: Research Associate – (TBD)

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants. Additional staff will allow us to increase the number of events conducted each month and to maximize the number of participants enrolled.

Job Description: Research Assistant/Results Coordinator – (TBD)

This position will be responsible for coordinating lab submissions, lab results and ensuring lab data quality. This position will also serve as a back up study interviewer.

Job Description: Data Manager – (TBD)

This formative assessment team leader position will be responsible for identifying venues, conducting Type 1 and Type 2 enumerations, estimating venue size, and identifying barriers and facilitators to participation in MSM4 and to assist with pre-sampling event counts.

B. Fringe Benefits	\$40,089
Research Associate (Erin Wilson) @10%	
Research Associates (5 others) & Data Manager @33%	
C. Consultant Costs	\$0
D. Equipment	\$0
E. Materials and Supplies	\$6,200

Item	Rate	Cost
HIV Test Kits	\$10 x 500 insti x 500 participants	\$5,000
HIV-positive Specimens shipping	\$600/month x 12 months	\$1,200
Total		\$6,200

HCV test kits: Funds for the purchase of approximately 500 test kits at \$10 each for 500 participants.

HIV-positive Specimen Shipping: Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing.

F. Travel \$5,828

Item		Rate	Cost
Local Travel	Bus Passes & Commute Cost	\$41.67/month x 12 months	\$500
Out-of-State Travel	Airfare	Round Trip @ \$627 x 2 staffs x 1 trip	\$1,254
		Round Trip @ \$627 x 2 staffs x 1 trip	\$1,254
	Lodging	\$130 per night x 4 nights x 2 staffs x 1 trip	\$1,040
		\$130 per night x 4 nights x 2 staffs x 1 trip	\$1,040
	Per diem	\$55 per day x 3 days x 2 staffs x 1 trip	\$330
\$55 per day x 3 days x 2 staffs x 1 trip		\$330	
Transportation	\$20/staff x 2 staffs x 1 trip	\$40	
	\$20/staff x 2 staffs x 1 trip	\$40	
Total			\$5,828

Local Travel: Funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. - \$500

Out-of-State Travel:

1) Costs associated with attending the annual PI meeting held in Atlanta GA., November 15-16, 2016, for Principal Investigator (Henry Raymond) and Project Director (Theresa Ick) - \$2,664.

2) Costs associated with attending the HRH4 field operations training meeting held in Atlanta GA., November 19-21, 2016, for field Supervisor (John Rivie) and Research Assistant (Dillon Trujillo) - \$2,664.

G. Other Expenses \$31,500

Item	Rate	Cost
Stipends	\$50/survey & HIV test x 500 Participants	\$25,000
	\$10/referral x 500 participants	\$5,000
	\$50/key informant interview x 20 participants	\$1,000
Reproduction Costs	Reproduction costs for study referral coupons	\$500
Total		\$31,500

Stipends: Incentive stipends for study participants. See detailed breakdown of the incentive structure in the table above.

Reproduction Costs: Costs for study referral coupons.

H. Contractual	\$0
Total Direct Costs	\$209,514
I. Total Indirect Costs	\$22,627
(@ 10.8% of Modified Total Direct Costs)	
Total Costs (PHFE)	\$232,141
<b>TOTAL DIRECT COSTS:</b>	<b>\$514,052</b>
<b>I. INDIRECT COSTS (25% of total salaries)</b>	<b>\$44,881</b>
<b>TOTAL BUDGET YEAR 1:</b>	<b>\$558,933</b>

San Francisco Department of Public Health (SFDPH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Core Activities

DUNS #1037173360000

Year 2: January 1, 2017 – December 31, 2017

Budget Summary

A.	Personnel	\$186,772
B.	Mandatory Fringe	\$85,859
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$2,859
F.	Contractual	\$223,264
G.	Other Expenses	\$15,298
	<b>TOTAL DIRECT COSTS</b>	<b>\$514,052</b>
H.	Indirect Costs (24.03% of Total Salaries)	\$44,881
	<b>TOTAL BUDGET FOR YEAR 2017</b>	<b>\$558,933</b>



**Year 2: Detail Line-Item Budget and Justification: January 1, 2017 – December 31, 2017**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0.20 0922 – Manager I: Henry Fisher Raymond, DrPH

Annual Salary \$140,592 x 0.20 FTE for 12 months = \$28,118  
Mandatory Fringe Benefits @ 45.97% = \$12,927 \$41,045

As Principal Investigator for the NHBS he has primary responsibility for planning, developing, directing, and evaluating all scientific aspects of the study. He is the primary liaison with the CDC. He develops survey protocols, policies, procedures and instruments. He directly supervises one project director and indirectly supervises Research Assistants. He works closely with CDC study epidemiologists.

2. 1.00 2587 - Health Worker III: Theresa Ick

Annual Salary \$78,130 x 1.00 FTE for 12 months = \$78,130  
Mandatory Fringe Benefits @ 45.97 % = \$35,917 \$114,047

Ms Ick serves as the Project Director of NHBS. She has primary responsibility for training and supervising Research Assistants; she assists in conducting focus groups and community assessment processes; she directs the enumeration of survey venues, and is responsible for creating promotional materials and for promoting the survey in all NHBS communities. She is responsible for scheduling survey staff. In the field, she supervises the conduct of the staff, is responsible for insuring adherence to protocols, policies and procedures; she may also participates in recruiting, interviewing, and providing HIV and STD prevention education, and referrals when appropriate.

3. 1.00 2585 – Health Worker I: John Rivie, Jr.

Research Assistant  
Annual Salary \$62,956 x 1.00 FTE for 12 months = \$62,956  
Mandatory Fringe Benefits @ 45.97% = \$28,942 \$91,898

He has primary responsibility for recruiting, interviewing, and providing HIV and STD prevention education and referrals to participants. He assists with conducting community assessments.

4. 0.15 2802 - Epidemiologist I: Yea Hung Chen

Annual Salary \$92,589 x 0.15 FTE for 12 months = \$13,889  
 Mandatory Fringe Benefits @ 45.97% = \$6,384 \$20,273

Mr. Chen will also be primarily responsible for analysis of study results.

5. 0.10 2802 - Bacteriological Lab. Asst.

Annual Salary \$73,589 x 0.10 FTE for 6 months = \$3,679  
 Mandatory Fringe Benefits @ 45.97% = \$1,693 \$5,372

The lab assistant will coordinate and run HIV confirmatory tests.

**Total Salaries \$186,772**  
**Total Fringe \$85,859**

**TOTAL PERSONNEL: \$272,631**

**C. TRAVEL \$0**

**D. EQUIPMENT \$0**

**E. MATERIALS AND SUPPLIES \$2,859**

1. Educational Supplies \$500  
 Costs of condoms and lubricants.  
 \$83.33 x 6 months = \$500

2. HIV confirmatory tests \$2,359  
 Costs of condoms and lubricants for additional study participants.  
 \$44.75 X 53 Specimens

**F. CONTRACTUAL \$223,264**

1. Name of contractor: Public Health Foundation Enterprises, Inc. (PHFE)

Method of Selection: Sole Source. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the section.

Period of performance: 1/1/2017 – 12/31/2017

Method of accountability: The contractor will follow the CDC and Center for Public Health Research 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: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

Itemized budget with narrative justification:

**a. & b. PHFE PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.05 Research Associate: Erin Wilson, DrPH.

Annual Salary  $\$126,680 \times 0.05$  FTE for 12 months = \$6,334  
Mandatory Fringe Benefit @10% = \$633 \$6,967

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance. Dr. Wilson will also supervise the interview team through observations of interviewers in coordination with Dr. Raymond. She will also participate closely in the analysis and dissemination of study results.

- ii) 0.50 Research Assistant: Dillon Trujillo

Annual Salary  $\$50,500 \times 0.50$  FTE for 12 months = \$25,250  
Mandatory Fringe Benefits @ 33% = \$8,333 \$33,583

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

- iii) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

iv) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants. Additional staff will allow us to increase the number of events conducted each month and to maximize the number of participants enrolled.

vi) 0.50 Research Assistant / Results coordinator: TBD

Annual Salary  $\$65,000 \times 0.50$  FTE for 6 months = \$16,250  
Mandatory Fringe Benefits @33% = \$5,363 \$21,613

This position will be responsible for coordinating lab submissions, lab results and ensuring lab data quality. This position will also serve as a back up study interviewer.

vii) 0.25 Data Manager: TBD

Annual Salary  $\$75,000 \times 0.25$  FTE for 12 months = \$18,750  
Mandatory Fringe Benefits @ 33% = \$6,188 \$24,938

This formative assessment team leader position will be responsible for identifying venues, conducting Type 1 and Type 2 enumerations, estimating venue size, and identifying barriers and facilitators to participation in MSM4 and to assist with pre-sampling event counts.

**TOTAL PHFE PERSONNEL**

**\$104,459**

**TOTAL PHFE MANDATORY FRINGE BENEFITS \$33,015**

**c. PHFE TRAVEL \$5,828**

1. Local Travel \$500

Local travel funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$500

2. Out-of-Jurisdiction Travel \$5,328

1. Costs associated with attending the annual PI meeting for Principal Investigator and Project Director.

2 x RT airfare SFO – ATL @ \$627 = \$1,254

2 x 4 nights hotel accommodation @ \$130 per night = \$1,040

2 x 3 M and IE @ \$55= \$ 330

2 X Ground Transportation @\$20 = \$40

2. Costs associated with attending the HRH4 field operations training meeting for Field Supervisor and Research Assistant.

2 x RT airfare SFO – ATL @ \$627 = \$1,254

2 x 4 nights hotel accommodation @ \$130 per night = \$1,040

2 x 3 M and IE @ \$55= \$ 330

2 X Ground Transportation @\$20 = \$40

**d. PHFE EQUIPMENT \$0**

**e. PHFE MATERIALS AND SUPPLIES \$7,700**

1) HIV test kits, 500 Insti, X \$10 X 500 participants \$5,000

2) Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing. \$1200

3) RV Fuel for \$1,500: Cost of fuel for mobile van for use at TLS venues during MSM sampling.

f.	<b>PHFE CONTRACTUAL SERVICES</b>	<b>\$0</b>
g.	<b>PHFE OTHER COSTS</b>	<b>\$50,500</b>
1)	Stipends - total \$38,500	
	Incentive stipends for study participants. The following is a detailed breakdown of the incentive structure:	
	500 participants X \$75 for the survey and HIV test. \$37,500	
	20 participants X \$50 for key informant interviews \$1,000	
2)	RV Rental: Cost for Renting mobile van for use at TLS venues during MSM sampling. \$12,000	
	<b>TOTAL PHFE DIRECT COST</b>	<b>\$201,502</b>
	<b>TOTAL PHFE INDIRECT COST (10.8% of Direct Costs)</b>	<b>\$21,762</b>
	<b>TOTAL CONTRACTUAL (PHFE):</b>	<b>\$223,264</b>
<b>G.</b>	<b>OTHER</b>	<b>\$15,298</b>
1.	Rent	\$10,798
	Rent costs for space occupied by the study team. Rent costs are not included in indirect costs per City policy.	
2.	Printing	\$2,500
	Funds to print promotional materials, annual reports and referral guides.	
3.	Other Fees	\$2,000
	Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$4,000 is for IRB review.	
	<b>TOTAL DIRECT EXPENSES:</b>	<b>\$514,052</b>
<b>H.</b>	<b>INDIRECT COSTS (24.03% of total salaries)</b>	<b>\$44,881</b>
	<b>TOTAL BUDGET FOR YEAR 2017:</b>	<b>\$558,933</b>

San Francisco Department of Public Health (SFPDH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Core Activities

DUNS #1037173360000

Year 3: January 1, 2018 – December 31, 2018

Budget Summary

A.	Personnel	\$186,772
B.	Mandatory Fringe	\$85,859
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$2,859
F.	Contractual	\$223,264
G.	Other Expenses	\$15,298
	<b>TOTAL DIRECT COSTS</b>	<b>\$514,052</b>
H.	Indirect Costs (24.03% of Total Salaries)	\$44,881
	<b>TOTAL BUDGET FOR YEAR 2018</b>	<b>\$558,933</b>

**Year 3: Detail Line-Item Budget and Justification: January 1, 2018 – December 31, 2018**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0.20 0922 – Manager I: Henry Fisher Raymond, DrPH

Annual Salary \$140,592 x 0.20 FTE for 12 months = \$28,118

Mandatory Fringe Benefits @ 45.97% = \$12,927 \$41,045

As Principal Investigator for the NHBS he has primary responsibility for planning, developing, directing, and evaluating all scientific aspects of the study. He is the primary liaison with the CDC. He develops survey protocols, policies, procedures and instruments. He directly supervises one project director and indirectly supervises Research Assistants. He works closely with CDC study epidemiologists.

2. 1.00 2587 - Health Worker III: Theresa Ick

Annual Salary \$78,130 x 1.00 FTE for 12 months = \$78,130

Mandatory Fringe Benefits @ 45.97 % = \$35,917 \$114,047

Ms Ick serves as the Project Director of NHBS. She has primary responsibility for training and supervising Research Assistants; she assists in conducting focus groups and community assessment processes; she directs the enumeration of survey venues, and is responsible for creating promotional materials and for promoting the survey in all NHBS communities. She is responsible for scheduling survey staff. In the field, she supervises the conduct of the staff, is responsible for insuring adherence to protocols, policies and procedures; she may also participates in recruiting, interviewing, and providing HIV and STD prevention education, and referrals when appropriate.

3. 1.00 2585 – Health Worker I: John Rivie, Jr.

Research Assistant

Annual Salary \$62,956 x 1.00 FTE for 12 months = \$62,956

Mandatory Fringe Benefits @ 45.97% = \$28,942 \$91,898

He has primary responsibility for recruiting, interviewing, and providing HIV and STD prevention education and referrals to participants. He assists with conducting community assessments.

4. 0.15 2802 - Epidemiologist I: Yea Hung Chen



Annual Salary \$92,589 x 0.15 FTE for 12 months = \$13,889  
 Mandatory Fringe Benefits @ 45.97% = \$6,384 \$20,273

Mr. Chen will also be primarily responsible for analysis of study results.

5. 0.10 2802 - Bacteriological Lab. Asst.

Annual Salary \$73,589 x 0.10 FTE for 6 months = \$3,679  
 Mandatory Fringe Benefits @ 45.97% = \$1,693 \$5,372

The lab assistant will coordinate and run HIV confirmatory tests.

**Total Salaries \$186,772**  
**Total Fringe \$85,859**

**TOTAL PERSONNEL: \$272,631**

**C. TRAVEL \$0**

**D. EQUIPMENT \$0**

**F. MATERIALS AND SUPPLIES \$2,859**

1. Educational Supplies \$500  
 Costs of condoms and lubricants:  
 \$83.33 x 6 months = \$500

2. HIV confirmatory tests \$2,359  
 Costs of condoms and lubricants for additional study participants.  
 \$44.75 X 53 Specimens

**H. CONTRACTUAL \$223,264**

3. Name of contractor: Public Health Foundation Enterprises, Inc. (PHFE)

Method of Selection: Sole Source. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the section.

Period of performance: 1/1/2018 – 12/31/2018

Method of accountability: The contractor will follow the CDC and Center for Public Health Research 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: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

Itemized budget with narrative justification:

**a. & b. PHFE PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.05 Research Associate: Erin Wilson, DrPH.

Annual Salary  $\$126,680 \times 0.05$  FTE for 12 months = \$6,334  
Mandatory Fringe Benefit @10% = \$633 \$6,967

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance. Dr. Wilson will also supervise the interview team through observations of interviewers in coordination with Dr. Raymond. She will also participate closely in the analysis and dissemination of study results.

- ii) 0.50 Research Assistant: Dillon Trujillo

Annual Salary  $\$50,500 \times 0.50$  FTE for 12 months = \$25,250  
Mandatory Fringe Benefits @ 33% = \$8,333 \$33,583

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

- iii) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

- iv) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
 Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
 Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants. Additional staff will allow us to increase the number of events conducted each month and to maximize the number of participants enrolled.

vi) 0.50 Research Assistant / Results coordinator: TBD

Annual Salary \$65,000 x 0.50 FTE for 6 months = \$16,250  
 Mandatory Fringe Benefits @33% = \$5,363 \$21,613

This position will be responsible for coordinating lab submissions, lab results and ensuring lab data quality. This position will also serve as a back up study interviewer.

vii) 0.25 Data Manager: TBD

Annual Salary \$75,000 x 0.25 FTE for 12 months = \$18,750  
 Mandatory Fringe Benefits @ 33% = \$6,188 \$24,938

This formative assessment team leader position will be responsible for identifying venues, conducting Type 1 and Type 2 enumerations, estimating venue size, and identifying barriers and facilitators to participation in MSM4 and to assist with pre-sampling event counts.

<b>TOTAL PHFE PERSONNEL</b>	<b>\$104,459</b>
<b>TOTAL PHFE MANDATORY FRINGE BENEFITS</b>	<b>\$33,015</b>
<b>c. PHFE TRAVEL</b>	<b>\$5,828</b>

1. Local Travel \$500  
 Local travel funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$500

2. Out-of-Jurisdiction Travel \$5,328

1. Costs associated with attending the annual PI meeting for Principal Investigator and Project Director.

2 x RT airfare SFO – ATL @ \$627 = \$1,254

2 x 4 nights hotel accommodation @ \$130 per night = \$1,040

2 x 3 M and IE @ \$55= \$ 330

2 X Ground Transportation @\$20 = \$40

2. Costs associated with attending the HRH4 field operations training meeting for Field Supervisor and Research Assistant.

2 x RT airfare SFO – ATL @ \$627 = \$1,254

2 x 4 nights hotel accommodation @ \$130 per night = \$1,040

2 x 3 M and IE @ \$55= \$ 330

2 X Ground Transportation @\$20 = \$40

d. PHFE EQUIPMENT \$0

e. PHFE MATERIALS AND SUPPLIES \$7,700

1) HIV test kits, 500 Insti, X \$10 X 500 participants \$5,000

2) Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing. \$1200

3) RV Fuel for \$1,500: Cost of fuel for mobile van for use at TLS venues during MSM sampling.

f. PHFE CONTRACTUAL SERVICES \$0

g. PHFE OTHER COSTS \$50,500

1) Stipends - total \$38,500

Incentive stipends for study participants. The following is a detailed breakdown of the incentive structure:

500 participants X \$75 for the survey and HIV test. \$37,500

20 participants X \$50 for key informant interviews \$1,000

- 2) RV Rental: Cost for Renting mobile van for use at TLS venues during MSM sampling. \$12,000

**TOTAL PHFE DIRECT COST** **\$201,502**

**TOTAL PHFE INDIRECT COST (10.8% of Direct Costs)** **\$21,762**

**TOTAL CONTRACTUAL (PHFE):** **\$223,264**

**I. OTHER** **\$15,298**

1. Rent \$10,798

Rent costs for space occupied by the study team. Rent costs are not included in indirect costs per City policy.

4. Printing \$2,500

Funds to print promotional materials, annual reports and referral guides.

3. Other Fees \$2,000

Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$4,000 is for IRB review.

**TOTAL DIRECT EXPENSES:** **\$514,052**

**H. INDIRECT COSTS (24.03% of total salaries)** **\$44,881**

**TOTAL BUDGET FOR YEAR 2018:** **\$558,933**

San Francisco Department of Public Health (SFDPH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Core Activities

DUNS #1037173360000

Year 4: January 1, 2019 – December 31, 2019

Budget Summary

A.	Personnel	\$186,772
B.	Mandatory Fringe	\$85,859
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$2,859
F.	Contractual	\$223,264
G.	Other Expenses	\$15,298
	<b>TOTAL DIRECT COSTS</b>	<b>\$514,052</b>
H.	Indirect Costs (24.03% of Total Salaries)	\$44,881
	<b>TOTAL BUDGET FOR YEAR 2019</b>	<b>\$558,933</b>

**Year 1: Detail Line-Item Budget and Justification: January 1, 2019 – December 31, 2019**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0.20 0922 – Manager I: Henry Fisher Raymond, DrPH

Annual Salary \$140,592 x 0.20 FTE for 12 months = \$28,118

Mandatory Fringe Benefits @ 45.97% = \$12,927 \$41,045

As Principal Investigator for the NHBS he has primary responsibility for planning, developing, directing, and evaluating all scientific aspects of the study. He is the primary liaison with the CDC. He develops survey protocols, policies, procedures and instruments. He directly supervises one project director and indirectly supervises Research Assistants. He works closely with CDC study epidemiologists.

2. 1.00 2587 - Health Worker III: Theresa Ick

Annual Salary \$78,130 x 1.00 FTE for 12 months = \$78,130

Mandatory Fringe Benefits @ 45.97 % = \$35,917 \$114,047

Ms Ick serves as the Project Director of NHBS. She has primary responsibility for training and supervising Research Assistants; she assists in conducting focus groups and community assessment processes; she directs the enumeration of survey venues, and is responsible for creating promotional materials and for promoting the survey in all NHBS communities. She is responsible for scheduling survey staff. In the field, she supervises the conduct of the staff, is responsible for insuring adherence to protocols, policies and procedures; she may also participate in recruiting, interviewing, and providing HIV and STD prevention education, and referrals when appropriate.

3. 1.00 2585 – Health Worker I: John Rivie, Jr.

Research Assistant

Annual Salary \$62,956 x 1.00 FTE for 12 months = \$62,956

Mandatory Fringe Benefits @ 45.97% = \$28,942 \$91,898

He has primary responsibility for recruiting, interviewing, and providing HIV and STD prevention education and referrals to participants. He assists with conducting community assessments.

4. 0.15 2802 - Epidemiologist I: Yea Hung Chen

Annual Salary \$92,589 x 0.15 FTE for 12 months = \$13,889  
 Mandatory Fringe Benefits @ 45.97% = \$6,384 \$20,273

Mr. Chen will also be primarily responsible for analysis of study results.

5. 0.10 2802 - Bacteriological Lab. Asst.

Annual Salary \$73,589 x 0.10 FTE for 6 months = \$3,679  
 Mandatory Fringe Benefits @ 45.97% = \$1,693 \$5,372

The lab assistant will coordinate and run HIV confirmatory tests.

**Total Salaries \$272,631**  
**Total Fringe \$65,859**

**TOTAL PERSONNEL: \$272,631**

**C. TRAVEL \$0**

**D. EQUIPMENT \$0**

**G. MATERIALS AND SUPPLIES \$2,859**

1. Educational Supplies \$500  
 Costs of condoms and lubricants.  
 \$83.33 x 6 months = \$500

2. HIV confirmatory tests \$2,359  
 Costs of condoms and lubricants for additional study participants.  
 \$44.75 X 53 Specimens

**J. CONTRACTUAL \$223,264**

5. Name of contractor: Public Health Foundation Enterprises, Inc. (PHFE)

Method of Selection: Sole Source. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the section.

Period of performance: 1/1/2019 – 12/31/2019

Method of accountability: The contractor will follow the CDC and Center for Public Health Research 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: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

Itemized budget with narrative justification:

**a. & b. PHFE PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.05 Research Associate: Erin Wilson, DrPH.

Annual Salary  $\$126,680 \times 0.05$  FTE for 12 months = \$6,334  
Mandatory Fringe Benefit @10% = \$633 \$6,967

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance. Dr. Wilson will also supervise the interview team through observations of interviewers in coordination with Dr. Raymond. She will also participate closely in the analysis and dissemination of study results.

- ii) 0.50 Research Assistant: Dillon Trujillo

Annual Salary  $\$50,500 \times 0.50$  FTE for 12 months = \$25,250  
Mandatory Fringe Benefits @ 33% = \$8,333 \$33,583

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

- iii) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

- iv) 0.50 Research Assistant: TBD

Annual Salary  $\$50,500 \times 0.50$  FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
 Mandatory Fringe Benefits @33% = \$4,166 \$16,791

This position will be responsible for greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants. Additional staff will allow us to increase the number of events conducted each month and to maximize the number of participants enrolled.

vi) 0.50 Research Assistant / Results coordinator: TBD

Annual Salary \$65,000 x 0.50 FTE for 6 months = \$16,250  
 Mandatory Fringe Benefits @33% = \$5,363 \$21,613

This position will be responsible for coordinating lab submissions, lab results and ensuring lab data quality. This position will also serve as a back up study interviewer.

vii) 0.25 Data Manager: TBD

Annual Salary \$75,000 x 0.25 FTE for 12 months = \$18,750  
 Mandatory Fringe Benefits @ 33% = \$6,188 \$24,938

This formative assessment team leader position will be responsible for identifying venues, conducting Type 1 and Type 2 enumerations, estimating venue size, and identifying barriers and facilitators to participation in MSM4 and to assist with pre-sampling event counts.

**TOTAL PHFE PERSONNEL \$104,459**  
**TOTAL PHFE MANDATORY FRINGE BENEFITS \$33,015**

**c. PHFE TRAVEL \$5,828**

1. Local Travel \$500

Local travel funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$500

2. Out-of-Jurisdiction Travel \$5,328
1. Costs associated with attending the annual PI meeting for Principal Investigator and Project Director.
- 2 x RT airfare SFO – ATL @ \$627 = \$1,254
- 2 x 4 nights hotel accommodation @ \$130 per night = \$1,040
- 2 x 3 M and IE @ \$55= \$ 330
- 2 X Ground Transportation @\$20 = \$40
2. Costs associated with attending the HRH4 field operations training meeting for Field Supervisor and Research Assistant.
- 2 x RT airfare SFO – ATL @ \$627 = \$1,254
- 2 x 4 nights hotel accommodation @ \$130 per night = \$1,040
- 2 x 3 M and IE @ \$55= \$ 330
- 2 X Ground Transportation @\$20 = \$40
- d. PHFE EQUIPMENT \$0**
- e. PHFE MATERIALS AND SUPPLIES \$7,700**
- 1) HIV test kits, 500 Insti, X \$10 X 500 participants \$5,000
- 2) Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing. \$1200
- 3) RV Fuel for \$1,500: Cost of fuel for mobile van for use at TLS venues during MSM sampling.
- f. PHFE CONTRACTUAL SERVICES \$0**
- g. PHFE OTHER COSTS \$50,500**
- 1) Stipends - total \$38,500
- Incentive stipends for study participants. The following is a detailed breakdown of the incentive structure:
- 500 participants X \$75 for the survey and HIV test. \$37,500
- 20 participants X \$50 for key informant interviews \$1,000

- 2) RV Rental: Cost for Renting mobile van for use at TLS venues during MSM sampling. \$12,000

**TOTAL PHFE DIRECT COST** **\$201,502**

**TOTAL PHFE INDIRECT COST (10.8% of Direct Costs)** **\$21,762**

**TOTAL CONTRACTUAL (PHFE):** **\$223,264**

**K. OTHER** **\$15,298**

1. Rent **\$10,798**

Rent costs for space occupied by the study team. Rent costs are not included in indirect costs per City policy.

6. Printing **\$2,500**

Funds to print promotional materials, annual reports and referral guides.

3. Other Fees **\$2,000**

Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$4,000 is for IRB review.

**TOTAL DIRECT EXPENSES:** **\$514,052**

**H. INDIRECT COSTS (24.03% of total salaries)** **\$44,881**

**TOTAL BUDGET FOR YEAR 2019:** **\$558,933**

San Francisco Department of Public Health (SFDPH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Core Activities

DUNS #1037173360000

Year 5: January 1, 2020 – December 31, 2020

Budget Summary

A.	Personnel	\$186,772
B.	Mandatory Fringe	\$85,859
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$2,859
F.	Contractual	\$223,264
G.	Other Expenses	\$15,298
	<b>TOTAL DIRECT COSTS</b>	<b>\$514,052</b>
H.	Indirect Costs (24.03% of Total Salaries)	\$44,881
	<b>TOTAL BUDGET FOR YEAR 2020</b>	<b>\$558,933</b>

Year 5: Detail Line-Item Budget and Justification: January 1, 2020 – December 31, 2010

A. PERSONNEL

B. MANDATORY FRINGE

1. 0.20 0922 – Manager I: Henry Fisher Raymond, DrPH

Annual Salary \$140,592 x 0.20 FTE for 12 months = \$28,118  
Mandatory Fringe Benefits @ 45.97% = \$12,927 \$41,045

As Principal Investigator for the NHBS he has primary responsibility for planning, developing, directing, and evaluating all scientific aspects of the study. He is the primary liaison with the CDC. He develops survey protocols, policies, procedures and instruments. He directly supervises one project director and indirectly supervises Research Assistants. He works closely with CDC study epidemiologists.

2. 1.00 2587 - Health Worker III: Theresa Ick

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Ms Ick serves as the Project Director of NHBS. She has primary responsibility for training and supervising Research Assistants; she assists in conducting focus groups and community assessment processes; she directs the enumeration of survey venues, and is responsible for creating promotional materials and for promoting the survey in all NHBS communities. She is responsible for scheduling survey staff. In the field, she supervises the conduct of the staff, is responsible for insuring adherence to protocols, policies and procedures; she may also participates in recruiting, interviewing, and providing HIV and STD prevention education, and referrals when appropriate.

3. 1.00 2585 – Health Worker I: John Rivie, Jr.

Research Assistant  
Annual Salary \$62,956 x 1.00 FTE for 12 months = \$62,956  
Mandatory Fringe Benefits @ 45.97% = \$28,942 \$91,898

He has primary responsibility for recruiting, interviewing, and providing HIV and STD prevention education and referrals to participants. He assists with conducting community assessments.

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Mr. Chen will also be primarily responsible for analysis of study results.

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 Mandatory Fringe Benefits @ 45.97% = \$1,693 \$5,372

The lab assistant will coordinate and run HIV confirmatory tests.

<b>Total Salaries</b>	<b>\$186,772</b>
<b>Total Fringe</b>	<b>\$85,859</b>
<b>TOTAL PERSONNEL:</b>	<b>\$272,631</b>
<b>C. TRAVEL</b>	<b>\$0</b>
<b>D. EQUIPMENT</b>	<b>\$0</b>
<b>H. MATERIALS AND SUPPLIES</b>	<b>\$2,859</b>
1. Educational Supplies	\$500
Costs of condoms and lubricants. \$83.33 x 6 months = \$500	
2. HIV confirmatory tests	\$2,359
Costs of condoms and lubricants for additional study participants. \$44.75 X 53 Specimens	
<b>L. CONTRACTUAL</b>	<b>\$223,264</b>

7. Name of contractor: Public Health Foundation Enterprises, Inc. (PHFE)

Method of Selection: Sole Source. We have worked with PHFE in the past and have a good working relationship. Our working relationship has been beneficial to the section.

Period of performance: 1/1/2020 – 12/31/2020

Method of accountability: The contractor will follow the CDC and Center for Public Health Research 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: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

Itemized budget with narrative justification:

**a. & b. PHFE PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.05 Research Associate: Erin Wilson, DrPH.

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v) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
 Mandatory Fringe Benefits @33% = \$4,166 \$16,791

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Annual Salary \$65,000 x 0.50 FTE for 6 months = \$16,250  
 Mandatory Fringe Benefits @33% = \$5,363 \$21,613

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vii) 0.25 Data Manager: TBD

Annual Salary \$75,000 x 0.25 FTE for 12 months = \$18,750  
 Mandatory Fringe Benefits @ 33% = \$6,188 \$24,938

This formative assessment team leader position will be responsible for identifying venues, conducting Type 1 and Type 2 enumerations, estimating venue size, and identifying barriers and facilitators to participation in MSM4 and to assist with pre-sampling event counts.

<b>TOTAL PHFE PERSONNEL</b>	<b>\$104,459</b>
<b>TOTAL PHFE MANDATORY FRINGE BENEFITS</b>	<b>\$33,015</b>
<b>c. PHFE TRAVEL</b>	<b>\$5,828</b>
1. Local Travel	\$500

Local travel funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$500

2. Out-of-Jurisdiction Travel \$5,328
1. Costs associated with attending the annual PI meeting for Principal Investigator and Project Director.
- 2 x RT airfare SFO – ATL @ \$627 = \$1,254
- 2 x 4 nights hotel accommodation @ \$130 per night = \$1,040
- 2 x 3 M and IE @ \$55= \$ 330
- 2 X Ground Transportation @\$20 = \$40
2. Costs associated with attending the HRH4 field operations training meeting for Field Supervisor and Research Assistant.
- 2 x RT airfare SFO – ATL @ \$627 = \$1,254
- 2 x 4 nights hotel accommodation @ \$130 per night = \$1,040
- 2 x 3 M and IE @ \$55= \$ 330
- 2 X Ground Transportation @\$20 = \$40
- d. PHFE EQUIPMENT \$0**
- e. PHFE MATERIALS AND SUPPLIES \$7,700**
- 1) HIV test kits, 500 Insti, X \$10 X 500 participants \$5,000
- 2) Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing. \$1200
- 3) RV Fuel for \$1,500: Cost of fuel for mobile van for use at TLS venues during MSM sampling.
- f. PHFE CONTRACTUAL SERVICES \$0**
- g. PHFE OTHER COSTS \$50,500**
- 1) Stipends - total \$38,500  
Incentive stipends for study participants. The following is a detailed breakdown of the incentive structure:  
500 participants X \$75 for the survey and HIV test. \$37,500  
20 participants X \$50 for key informant interviews \$1,000

- 2) RV Rental: Cost for Renting mobile van for use at TLS venues during MSM sampling. \$12,000

**TOTAL PHFE DIRECT COST** **\$201,502**

**TOTAL PHFE INDIRECT COST (10.8% of Direct Costs)** **\$21,762**

**TOTAL CONTRACTUAL (PHFE):** **\$223,264**

**M. OTHER** **\$15,298**

1. Rent **\$10,798**

Rent costs for space occupied by the study team. Rent costs are not included in indirect costs per City policy.

8. Printing **\$2,500**

Funds to print promotional materials, annual reports and referral guides.

3. Other Fees **\$2,000**

Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$4,000 is for IRB review.

**TOTAL DIRECT EXPENSES:** **\$514,052**

**H. INDIRECT COSTS (24.03% of total salaries)** **\$44,881**

**TOTAL BUDGET FOR YEAR 2020:** **\$558,933**

1. DATE ISSUED MM/DD/YYYY 08/18/2016	2. CFDA NO. 93.944	3. ASSISTANCE TYPE Cooperative Agreement
1a. SUPERSEDES AWARD NOTICE dated 04/15/2016 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
4. GRANT NO. 6 NU62PS005077-01-03 Formerly 1U62PS005077-01	5. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD From 01/01/2016	Through 12/31/2020	
7. BUDGET PERIOD From 01/01/2016	Through 12/31/2016	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Centers for Disease Control and Prevention**  
**CDC Office of Financial Resources**  
2920 Brandywine Road  
Atlanta, GA 30341

**NOTICE OF AWARD**  
AUTHORIZATION (Legislation/Regulations)  
307,317K2 PHS,42USC241,247BK2,PL108

8. TITLE OF PROJECT (OR PROGRAM)  
National HIV Behavioral Surveillance (NHBS)- San Francisco

9a. GRANTEE NAME AND ADDRESS SAN FRANCISCO DEPT OF PUBLIC HEALTH 1380 Howard Street, 423b San Francisco Department of Public Health San Francisco, CA 94103	9b. GRANTEE PROJECT DIRECTOR Dr Henry Fisher Raymond 1380 Howard Street, 423b San Francisco Department of Public Health San Francisco, CA 94103 Phone: (415) 255-3702
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Sajid Shaikh 1380 Howard Street, 423b San Francisco Department of Public Health San Francisco, CA 94103 Phone: 415-255-3512	10b. FEDERAL PROJECT OFFICER Michael Spiller 1600 Clifton Rd Atlanta, GA 30333 Phone: 404-639-5200

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only <input type="checkbox"/>		a. Amount of Federal Financial Assistance (from item 11m) 558,933.00	
II Total project costs including grant funds and all other financial participation <input checked="" type="checkbox"/>		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages	186,772.00	c. Less Cumulative Prior Award(s) This Budget Period 360,804.00	
b. Fringe Benefits	85,859.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 198,129.00	
c. Total Personnel Costs	272,631.00	13. Total Federal Funds Awarded to Date for Project Period 558,933.00	
d. Equipment	0.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	1,448.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	0.00	YEAR	TOTAL DIRECT COSTS
g. Construction	0.00	a.	d.
h. Other	7,832.00	b.	e.
i. Contractual	232,141.00	c.	f.
j. TOTAL DIRECT COSTS	514,052.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS	44,881.00	a. DEDUCTION	
l. TOTAL APPROVED BUDGET	558,933.00	b. ADDITIONAL COSTS	
m. Federal Share	558,933.00	c. MATCHING	
n. Non-Federal Share	0.00	d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING 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)

GRANTS MANAGEMENT OFFICIAL: Arthur Lusby, Grants Management Officer, Team Lead

17. OBJ CLASS 41.51	18a. VENDOR CODE 1946000417A1	18b. EIN	19. DUNS 103717336	20. CONG. DIST. 00	
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 6-9391193	b. 005077PS16	c. 93.944	d. PS	e. \$57,278.00	f. 75-16-0950
22. a. 6-9213760	b. 005077PS16	c. 93.944	d. PS	e. \$32,555.00	f. 75-16-0950
23. a. 6-939074H	b. 005077PS16	c. 93.944	d. PS	e. \$107,560.00	f. 75-16-0950

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 2	DATE ISSUED 08/18/2016
GRANT NO. 6 NU62PS005077-01-03	

FY-ACCOUNT NO.	DOCUMENT NO.	CFDA.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
24.a. 6-9391313	b. 005077PS16	c. 93.944	d. PS	e. \$736.00	f. 75-16-0950

**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>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# AWARD ATTACHMENTS

SAN FRANCISCO DEPT OF PUBLIC HEALTH

6 NU62PS005077-01-03

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1. Terms and Conditions

Funding Opportunity Announcement (FOA) Number: PS16-1601

Award Number: **1U62PS005077-01-3**

Award Type: Cooperative Agreement

Applicable Regulations: 45 Code of Federal Regulations (CFR) Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

### **SPECIAL TERMS AND CONDITIONS OF THIS AWARD (REVISED)**

This revised Notice of Award is to award the final available funding allocation in the amount of **\$198,129.00** for the final approved 12 month budget. This brings the total awarded amount and Budget to **\$558,933.00** for the 12 month budget period January 1, 2016 through December 31, 2016.

**STEWARDSHIP:** The grantee must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All of the terms and conditions remain in effect unless otherwise changed, in writing, by the Grants Management Officer.

#### **Business and Grants Policy Contact**

Gladys T. Gissentanna, Grants Management Specialist  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Infectious Disease Service Branch, Team 2  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2741  
Email: GCG4@cdc.gov

Arthur Lusby, Grants Management Officer  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Infectious Disease Service Branch, Team 2  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2865  
Email: CMX3@cdc.gov

1. DATE ISSUED MM/DD/YYYY 04/15/2016  
 2. CFDA NO. 93.944  
 3. ASSISTANCE TYPE Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

CDC Procurement and Grants Office

2920 Brandywine Road  
 Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)  
 307,317K2 PHSA,42USC241,247BK2,PL108

1a. SUPERSEDES AWARD NOTICE dated 02/23/2016  
 except that any additions or restrictions previously imposed remain  
 in effect unless specifically rescinded

4. GRANT NO. 6 NU62PS005077-01-02  
 Formerly 1U62PS005077-01  
 5. ACTION TYPE Post Award Amendment  
 6. PROJECT PERIOD MM/DD/YYYY From 01/01/2016 Through 12/31/2020  
 7. BUDGET PERIOD MM/DD/YYYY From 01/01/2016 Through 12/31/2016

8. TITLE OF PROJECT (OR PROGRAM)  
 National HIV Behavioral Surveillance (NHBS)- San Francisco

9a. GRANTEE NAME AND ADDRESS  
 SAN FRANCISCO DEPT OF PUBLIC HEALTH  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103

9b. GRANTEE PROJECT DIRECTOR  
 Dr Henry Fisher Raymond  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103  
 Phone: (415) 255-3702

10a. GRANTEE AUTHORIZING OFFICIAL  
 Mr. Sajid Shaikh  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103  
 Phone: 415-255-3512

10b. FEDERAL PROJECT OFFICER  
 Michael Spiller  
 1600 Clifton Rd  
 Atlanta, GA 30333  
 Phone: 404-639-5200

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)	
I Financial Assistance from the Federal Awarding Agency Only	I
II Total project costs including grant funds and all other financial participation	
a. Salaries and Wages .....	134,444.00
b. Fringe Benefits .....	61,804.00
c. Total Personnel Costs .....	196,248.00
d. Equipment .....	0.00
e. Supplies .....	813.00
f. Travel .....	0.00
g. Construction .....	0.00
h. Other .....	4,121.00
i. Contractual .....	127,316.00
j. TOTAL DIRECT COSTS	328,498.00
k. INDIRECT COSTS	32,306.00
l. TOTAL APPROVED BUDGET	360,804.00
m. Federal Share	360,804.00
n. Non-Federal Share	0.00

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from Item 11m)	360,804.00
b. Less Unobligated Balance From Prior Budget Periods	0.00
c. Less Cumulative Prior Award(s) This Budget Period	112,549.00
d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	248,255.00
13. Total Federal Funds Awarded to Date for Project Period	360,804.00

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a.		d.	
b.		e.	
c.		f.	

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

a. DEDUCTION b. ADDITIONAL COSTS c. MATCHING d. OTHER RESEARCH (Add / Deduct Option) e. OTHER (See REMARKS)	b
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16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING 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)

GRANTS MANAGEMENT OFFICIAL: Shirley K Byrd, Grants Management Officer

17. OBJ CLASS	41.51	18a. VENDOR CODE	1946000417A1	18b. EIN	19. DUNS	103717336	20. CONG. DIST.	90	
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE	AMT ACTION FIN ASST		APPROPRIATION		
21. a.	6-9391193	b.	005077PS16	c.	PS	d.	\$248,255.00	e.	75-16-0950
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	



NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 4	DATE ISSUED 04/15/2016
GRANT NO. 6 NU62PS005077-01-02	

**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
Total	\$0.00	\$0.00	\$0.00

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 4	DATE ISSUED 04/15/2016
GRANT NO. 6 NU62PS005077-01-02	

**AWARD CONDITIONS**

1. Funding Opportunity Announcement (FOA) Number: PS16-1601

Award Number: **1U62PS005077-01-2**

Award Type: Cooperative Agreement

Applicable Regulations: 45 Code of Federal Regulations (CFR) Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

**REVISED AWARD INFORMATION**

This revised Notice of Award is to award additional funding in the amount of **\$248,255.00**. This brings the total awarded amount to **\$360,804.00** of the approved 12 month budget amount of **\$558,933.00** for the budget period January 1, 2016 through December 31, 2016. Final Allocation is subject to availability of funds.

CDC anticipates resolution of all Fiscal Year 2016 budget related issues prior to your next allotment of 2016 funds. Should CDC confirmation of the available amount of the final budget allotment result in changes, the Office of Grants Services (OGS) will generate an electronic mail (e-mail) notification which will request your submission of a final revised budget for the full amount of your award (total available 12 month budget allocation). Upon receipt and approval of your revised budget OGS will issue you a revised NOA which will reflect the total amount of funding available for the budget period.

**FINAL REVISED BUDGET REQUIREMENT:** Submission of the **final** revised budget with narrative justification and work plan is deferred until confirmation of the final budget allocation for Fiscal Year 2016.

**STEWARDSHIP:** The grantee must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All of the terms and conditions remain in effect unless otherwise changed, in writing, by the Grants Management Officer.

**Business and Grants Policy Contact**

Gladys T. Gissentanna, Grants Management Specialist  
Centers for Disease Control and Prevention (CDC)

Office of Grants Services (OGS)

Infectious Disease Service Branch, Team 2  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146

Telephone: (770) 488-2741

Email: [GCG4@cdc.gov](mailto:GCG4@cdc.gov)

Arthur Lusby, Grants Management Officer  
Centers for Disease Control and Prevention (CDC)

NOTICE OF AWARD (Continuation Sheet)

PAGE 4 of 4	DATE ISSUED 04/15/2016
GRANT NO. 6 NU62PS005077-01-02	

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Office of Grants Services (OGS)

Infectious Disease Service Branch, Team 2  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2865   
Email: CMX3@cdc.gov

1. DATE ISSUED MM/DD/YYYY 02/23/2016  
 2. CFDA NO. 93.944  
 3. ASSISTANCE TYPE Cooperative Agreement

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

CDC Procurement and Grants Office

2920 Brandywine Road  
 Atlanta, GA 30341

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)  
 307,317K2 PHS,42USC241,247BK2,PL108

1a. SUPERSEDES AWARD NOTICE dated 12/15/2015  
 except that any additions or restrictions previously imposed remain  
 in effect unless specifically rescinded

4. GRANT NO. 6 NU62PS005077-01-01  
 Formerly 1U62PS005077-01

5. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MM/DD/YYYY  
 From 01/01/2016 Through 12/31/2020

7. BUDGET PERIOD MM/DD/YYYY  
 From 01/01/2016 Through 12/31/2016

8. TITLE OF PROJECT (OR PROGRAM)  
 National HIV Behavioral Surveillance (NHBS)- San Francisco

9a. GRANTEE NAME AND ADDRESS  
 SAN FRANCISCO DEPT OF PUBLIC HEALTH  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103

9b. GRANTEE PROJECT DIRECTOR  
 Dr Henry Fisher Raymond  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103  
 Phone: (415) 255-3702

10a. GRANTEE AUTHORIZING OFFICIAL  
 Mr. Sajid Shaikh  
 1380 Howard Street, 423b  
 San Francisco Department of Public Health  
 San Francisco, CA 94103  
 Phone: 415-255-3512

10b. FEDERAL PROJECT OFFICER  
 Michael Spiller  
 1600 Clifton Rd  
 Atlanta, GA 30333  
 Phone: 404-639-5200

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) 112,549.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages	37,609.00	c. Less Cumulative Prior Award(s) This Budget Period 112,549.00	
b. Fringe Benefits	17,289.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 0.00	
c. Total Personnel Costs	54,898.00	13. Total Federal Funds Awarded to Date for Project Period 112,549.00	
d. Equipment	0.00	14. RECOMMENDED FUTURE SUPPORT	
e. Supplies	292.00	(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel	0.00	YEAR	TOTAL DIRECT COSTS
g. Construction	0.00	a.	d.
h. Other	1,577.00	b.	e.
i. Contractual	46,745.00	c.	f.
j. TOTAL DIRECT COSTS	103,512.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS	9,037.00	a. DEDUCTION	
l. TOTAL APPROVED BUDGET	112,549.00	b. ADDITIONAL COSTS	
m. Federal Share	112,549.00	c. MATCHING	
n. Non-Federal Share	0.00	d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		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)

GRANTS MANAGEMENT OFFICIAL: Gladys Gissentanna

17. OBJ CLASS 41.51	18a. VENDOR CODE 1946000417A1	18b. EIN	19. DUNS 103717336	20. CONG. DIST. 90
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 6-9391193	b. 005077PS16	c. PS	d. \$0.00	e. 75-16-0950
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

# AWARD ATTACHMENTS

SAN FRANCISCO DEPT OF PUBLIC HEALTH

6 NU62PS005077-01-01

1. Terms and Conditions

Funding Opportunity Announcement (FOA) Number: PS16-1601  
Award Number: 1U62PS005077-01-1  
Award Type: Cooperative Agreement  
Applicable Regulations: 45 Code of Federal Regulations (CFR) Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

**SPECIAL TERMS AND CONDITIONS OF THIS AWARD (REVISED)**

**REVISED BUDGET APPROVAL:**

The purpose of this revision number (1) of the Notice of Award is to approve the revised budget in the amount of \$558,933.00 and work plan submitted dated January 13, 2016. The activities have been reviewed and found to be appropriate and consistent with program objectives. It is our understanding that the funds will be used to support of program objectives. Therefore, distribution of the funds is as submitted in the revised budget and the submission dated January 29, 2016 is incorporated by reference.

**APPROVAL OF RESPONSE TO SUMMARY STATEMENT:**

This revised notice of award also approves your response to the weaknesses of your proposal, as outlined in the summary statement. We have reviewed the information submitted on January 13, 2016 and you have adequately addressed the weaknesses of your proposal as outline in the Objective Review Summary Statement. Therefore, the summary statement requirement noted in your award has been satisfied.

The grantee must ensure that they exercise proper stewardship over Federal Funds and that all costs charged to the awards are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to the Program.

All of the terms and conditions remain in effect unless otherwise changed, in writing, by the Grants Management Officer.



**Grant Number:** 1U62PS005077-01  
**FAIN:** U62PS005077

**Principal Investigator(s):**  
Henry Fisher Raymond, DPH

**Project Title:** National HIV Behavioral Surveillance (NHBS)- San Francisco

Jessica Huang  
Administrative Analyst  
San Francisco Department of Public Health  
1380 Howard Street, 423b  
San Francisco, CA 94103

**Budget Period:** 01/01/2016 – 12/31/2016  
**Project Period:** 01/01/2016 – 12/31/2020

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$112,549 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to SAN FRANCISCO CITY BOARD OF SUPERVISORS in support of the above referenced project. This award is pursuant to the authority of 307,317K2 PHSA,42USC241,247BK2,PL108 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the individual(s) referenced in Section IV.

Sincerely yours,

Arthur Lusby  
Grants Management Officer  
Centers for Disease Control and Prevention

Additional information follows

**SECTION I – AWARD DATA – 1U62PS005077-01**

**Award Calculation (U.S. Dollars)**

<b>Federal Direct Costs</b>	\$112,549
<b>Approved Budget</b>	\$112,549
<b>Federal Share</b>	\$112,549
<b>TOTAL FEDERAL AWARD AMOUNT</b>	\$112,549

**AMOUNT OF THIS ACTION (FEDERAL SHARE) \$112,549**

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

02	\$558,933
03	\$558,933
04	\$558,933
05	\$558,933

**Fiscal Information:**

**CFDA Number:** 93.944  
**EIN:** 1946000417A1  
**Document Number:** 005077PS16

IC	CAN	2016	2017	2018	2019	2020
PS	9391193	\$112,549	\$558,933	\$558,933	\$558,933	\$558,933

SUMMARY TOTALS FOR ALL YEARS		
YR	THIS AWARD	CUMULATIVE TOTALS
1	\$112,549	\$112,549
2	\$558,933	\$558,933
3	\$558,933	\$558,933
4	\$558,933	\$558,933
5	\$558,933	\$558,933

Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**CDC Administrative Data:**

**PCC: / OC: 4151 / Processed: ERAAPPS 12/15/2015**

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1U62PS005077-01**

For payment information see Payment Information section in Additional Terms and Conditions.

**INSPECTOR GENERAL:** The HHS Office Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hstips@oig.hhs.gov](mailto:hstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous. This note replaces the Inspector General contact information cited in previous notice of award.

**SECTION III – TERMS AND CONDITIONS – 1U62PS005077-01**

This award is based on the application submitted to, and as approved by, CDC 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 and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

This award has been assigned the Federal Award Identification Number (FAIN) U62PS005077. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

**Treatment of Program Income:**  
Additional Costs

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**SECTION IV – PS Special Terms and Conditions – 1U62PS005077-01**

**Funding Opportunity Announcement (FOA) Number: PS16-1601**  
**Award Number: 1U62PS005077-01**  
**Award Type: Cooperative Agreement**  
**Applicable Regulations: 45 Code of Federal Regulations (CFR) Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards**

**AWARD INFORMATION**

**Incorporation:** The Centers for Disease Control and Prevention (CDC) hereby incorporates Funding Opportunity Announcement number PS16-1601, entitled National HIV Behavioral Surveillance (NHBS), and application dated July 31, 2015, as may be amended, which are hereby made a part of this Non-Research award hereinafter referred to as the Notice of Award (NoA). The Department of Health and Human Services (HHS) grant recipients must comply with all terms and conditions outlined in their NoA, including grants policy terms and conditions contained in applicable HHS Grants Policy Statements, and requirements imposed by program statutes and regulations, Executive Orders, and HHS grant administration regulations, as applicable; as well as any requirements or limitations in any applicable appropriations acts. The term grant is used throughout this notice and includes cooperative agreements.

**Note:** In the event that any requirement in this Notice of Award, the Funding Opportunity Announcement, the HHS GPS, 45 CFR Part 75, or applicable statutes/appropriations acts conflict, then statutes and regulations take precedence.

**Approved Funding:** Funding in the amount of **\$558,933** is approved for the Year FY2016 budget period, which is January 1, 2016 through December 31, 2016. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

Note: Refer to the Payment Information section for draw down and Payment Management System (PMS) subaccount information.

**Available Funding:** The CDC is operating under a continuing resolution; as a result, the total available funding for the Fiscal Year (FY) 2016 budget period is contingent upon the enactment of applicable appropriation bill(s). Funding in the amount of **\$112,549** in Financial Assistance (FA) is awarded on this NoA. The remainder of the budget period Approved Funding amount is subject to the availability of funds.

**Award Funding:** Not funded by the Prevention and Public Health Fund

**DEFERRED FUNDING FOR OPTIONAL ACTIVITIES:** The Optional Activities submitted with the initial budget and work plan are approved; however, the funding levels will be subject to availability of funds. Therefore, the amount is not currently included in the anticipated 12 month budget amount above.

CDC anticipates resolution of all Fiscal Year 2016 budget related issues prior to your next allotment of 2016 funds. After CDC confirmation of the amount of the final budget allotment, the Office of Grants Services (OGS) will generate an electronic mail (e-mail) notification which will request your submission of a final revised budget for the full amount of your award (Total anticipated 12 month budget plus any funding for Optional Activities). Upon receipt of your revised budget OGS will issue you a revised NOA which will reflect the total amount of funding for the budget period.

**Summary Statement Response Requirement:** The review comments on the strengths and weaknesses of the proposal are provided as part of this award. A response to the weaknesses in these statements must be submitted to and approved, in writing, by the Grants Management Specialist/Grants Management Officer (GMS/GMO) noted in the Staff Contacts section of this NoA, no later than 30 days from the budget period start date. Failure to submit the required information by the due date, **February 1, 2016**, will cause delay in programmatic progress and will adversely affect the future funding of this project.

**Budget Revision Requirement:** By **February 1, 2016** the grantee must submit a revised budget with a narrative justification and work plan. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Staff Contacts section of this notice before the due date.

**Program Income:** Any program income generated under this grant or cooperative agreement will be used in accordance with the Addition alternative.

**Addition alternative:** Under this alternative, program income is added to the funds committed to the project/program and is used to further eligible project/program objectives.

Note: The disposition of program income must have written prior approval from the GMO.

## **FUNDING RESTRICTIONS AND LIMITATIONS**

**Administrative Restriction(s):** Indirect cost in the amount of **\$45,323** is restricted and cannot be spent until a current indirect cost rate agreement reflecting the proposed rate for the period 01/1/2016 through 12/31/2016 is submitted to and approved, in writing, by the Grants Management Officer. If the information is not provided by the end of the budget period, the above amount must be reported on the Federal Financial Report as unobligated funds.

**Indirect Costs:** Indirect costs are not applicable to this award.

### **Cost Limitations as Stated in the Consolidated and Further Continuing Appropriations Act, 2015 (Items A through E)**

A. Cap on Salaries (Div. G, Title II, Sec. 203): None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.

Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with Federal funds.

B. Gun Control Prohibition (Div. G, Title II, Sec. 217): None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.

C. Lobbying Restrictions (Div. G, Title V, Sec. 503):

- 503(a): No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or

- legislative body, except in presentation of the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government itself.
- 503 (b): No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than normal and recognized executive legislative relationships or participation by an agency or officer of an State, local or tribal government in policymaking and administrative processes within the executive branch of that government.
  - 503(c): The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

For additional information, see Additional Requirement 12 at <http://www.cdc.gov/grants/additionalrequirements/index.html> and Anti Lobbying Restrictions for CDC Grantees at [http://www.cdc.gov/grants/documents/Anti-Lobbying\\_Restrictions\\_for\\_CDC\\_Grantees\\_July\\_2012.pdf](http://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf)

D. Needle Exchange (Div. G, Title V, Sec. 521): Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

E. Blocking access to pornography (Div. G, Title V, Sec. 526): (a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography; (b) Nothing in subsection (a) shall limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

**Rent or Space Costs:** Grantees are responsible for ensuring that all costs included in this proposal to establish billing or final indirect cost rates are allowable in accordance with the requirements of the Federal award(s) to which they apply, including 45 CFR Part 75, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The grantee also has a responsibility to ensure sub-recipients expend funds in compliance with applicable federal laws and regulations. Furthermore, it is the responsibility of the grantee to ensure rent is a legitimate direct cost line item, which the grantee has supported in current and/or prior projects and these same costs have been treated as indirect costs that have not been claimed as direct costs. If rent is claimed as direct cost, the grantee must provide a narrative justification, which describes their prescribed policy to include the effective date to the assigned Grants Management Specialist (GMS) identified in the CDC Contacts for this award.

**Trafficking In Persons:** This award is subject to the requirements of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. Part 7104(g)).

**Cancel Year:** 31 U.S.C. Part 1552(a) Procedure for Appropriation Accounts Available for Definite Periods states the following, On September 30<sup>th</sup> of the 5<sup>th</sup> fiscal year after the period of availability for obligation of a fixed appropriation account ends, the account shall be closed and any remaining balances (whether obligated or unobligated) in the account shall be canceled and thereafter shall not be available for obligation or expenditure for any purpose. An example is provided below:

Fiscal Year (FY) 2016 funds will expire September 30, 2021. All FY 2015 funds should be drawn down and reported to Payment Management Services (PMS) prior to September 30, 2021. After this date, corrections or cash requests will not be permitted.

## REPORTING REQUIREMENTS

**Annual Federal Financial Report (FFR, SF-425):** The Annual Federal Financial Report (FFR) SF-425 is required and must be submitted through eRA Commons no later than 90 days after the end of the calendar quarter in which the budget period ends. The FFR for this budget period is due to the GMS/GMO by March 31, 2017. Reporting timeframe is January 1, 2016 through December 31, 2016.

The FFR should only include those funds authorized and disbursed during the timeframe covered by the report. The final FFR must indicate the exact balance of unobligated funds and may not reflect any unliquidated obligations. There must be no discrepancies between the final FFR expenditure data and the Payment Management System's (PMS) cash transaction data. All Federal reporting in PMS is unchanged

Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, the grantee is required to contact the Grants Officer listed in the contacts section of this notice before the due date.

FFR (SF-425) instructions for CDC Grantees are available at <http://grants.nih.gov/grants/forms.htm>. For further information, contact [GrantsInfo@nih.gov](mailto:GrantsInfo@nih.gov). Additional resources concerning the eFSR/FFR system, including a User Guide and an on-line demonstration, can be found on the [eRA Commons Support Page: http://grants.nih.gov/support/](http://grants.nih.gov/support/).

**Performance Reporting:** The Annual Performance Report is due no later than 120 days prior to the end of the budget period, **August 1, 2016**, and serves as the continuing application. This report should include the information specified in the FOA.

**Audit Requirement:** Domestic Organizations (*including US-based organizations implementing projects with foreign components*): An organization that expends \$750,000 or more in a fiscal year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR Part 75. The audit period is an organization's fiscal year. The audit must be completed along with a data collection form (SF-SAC), and the reporting package shall be submitted within the earlier of 30 days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. The audit report must be sent to:

Federal Audit Clearing House Internet Data Entry System

Electronic Submission:

[https://harvester.census.gov/facides/\(S\(0vkw1zaelyzjlbnahecqa5i0\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(0vkw1zaelyzjlbnahecqa5i0))/account/login.aspx)

AND

Procurement & Grants Office, Risk Management & Compliance Activity

Electronic Copy to: [PGO.Audit.Resolution@cdc.gov](mailto:PGO.Audit.Resolution@cdc.gov)

After receipt of the audit report, CDC will resolve findings by issuing Final Determination Letters.

Audit requirements for Subrecipients to whom 45 CFR 75 Subpart F applies: The grantee must ensure that the subrecipients receiving CDC funds also meet these requirements. The grantee must also ensure to take appropriate corrective action within six months after receipt of the subrecipient audit report in instances of non-compliance with applicable Federal law and regulations (45 CFR 75 Subpart F and HHS Grants Policy Statement). The grantee may consider whether subrecipient audits necessitate adjustment of the grantee's own accounting records. If a subrecipient is not required to have a program-specific audit, the grantee is still required to perform adequate monitoring of subrecipient activities. The grantee shall require each subrecipient to permit the independent auditor access to the subrecipient's records and financial statements. The grantee must include this requirement in all subrecipient contracts.

Note: The standards set forth in 45 CFR Part 75 Subpart F will apply to audits of fiscal years beginning on or after December 26, 2014.

**Federal Funding Accountability and Transparency Act (FFATA):**

***In accordance with 2 CFR Chapter 1, Part 170 Reporting Sub-Awards. And Executive Compensation Information, Prime Awardees awarded a federal grant are required to file a FFATA sub-award report by the end of the month following the month in which the prime awardee awards any sub-grant equal to or greater than \$25,000.***

Pursuant to 45 CFR Part 75, §75.502, a grant sub-award includes the provision of any commodities (food and non-food) to the sub-recipient where the sub-recipient is required to abide by terms and conditions regarding the use or future administration of those goods. If the sub-awardee merely consumes or utilizes the goods, the commodities are not in and of themselves considered sub-awards.

2 CFR Part 170: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr170_main_02.tpl)

FFATA: [www.fsr.gov](http://www.fsr.gov).

#### Reporting of First-Tier Sub-awards

**Applicability:** Unless you are exempt (gross income from all sources reported in last tax return is under \$300,000), you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub-award to an entity.

**Reporting:** Report each obligating action of this award term to [www.fsr.gov](http://www.fsr.gov). For sub-award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010). You must report the information about each obligating action that the submission instructions posted at [www.fsr.gov/specify](http://www.fsr.gov/specify).

**Total Compensation of Recipient Executives:** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if:

- The total Federal funding authorized to date under this award is \$25,000 or more;
- In the preceding fiscal year, you received—
  - 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR Part 170.320 (and sub-awards); and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR Part 170.320 (and sub-awards); and
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. Part 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm?explorer.event=true>).

Report executive total compensation as part of your registration profile at <http://www.sam.gov>. Reports should be made at the end of the month following the month in which this award is made and annually thereafter.

**Total Compensation of Sub-recipient Executives:** Unless you are exempt (gross income from all sources reported in last tax return is under \$300,000), for each first-tier sub-recipient under this award, you must report the names and total compensation of each of the sub-recipient's five most highly compensated executives for the sub-recipient's preceding completed fiscal year, if:

- In the sub-recipient's preceding fiscal year, the sub-recipient received—
  - 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR Part 170.320 (and sub-awards); and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards); and
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the

Securities Exchange Act of 1934 (15 U.S.C. Part 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

You must report sub-recipient executive total compensation to the grantee by the end of the month following the month during which you make the sub-award. For example, if a sub-award is obligated on any date during the month of October of a given year (i.e., between October 1st and 31st), you must report any required compensation information of the sub-recipient by November 30th of that year.

**Definitions:**

- Entity means all of the following, as defined in 2 CFR Part 25 (Appendix A, Paragraph(C)(3)):
  - Governmental organization, which is a State, local government, or Indian tribe;
  - Foreign public entity;
  - Domestic or foreign non-profit organization;
  - Domestic or foreign for-profit organization;
  - Federal agency, but only as a sub-recipient under an award or sub-award to a non-Federal entity.
- Executive means officers, managing partners, or any other employees in management positions.
- Sub-award: a legal instrument to provide support to an eligible sub-recipient for the performance of any portion of the substantive project or program for which the grantee received this award. The term does not include the grantees procurement of property and services needed to carry out the project or program (for further explanation, see 45 CFR Part 75). A sub-award may be provided through any legal agreement, including an agreement that the grantee or a sub-recipient considers a contract.
- Sub-recipient means an entity that receives a sub-award from you (the grantee) under this award; and is accountable to the grantee for the use of the Federal funds provided by the sub-award.
- Total compensation means the cash and non-cash dollar value earned by the executive during the grantee's or sub-recipient's preceding fiscal year and includes the following (for more information see 17 CFR Part 229.402(c)(2)):
  - Salary and bonus
  - Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - Above-market earnings on deferred compensation which is not tax-qualified.
  - Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## **GENERAL REQUIREMENTS**

**Travel Cost:** In accordance with HHS Grants Policy Statement, travel costs are only allowable where such travel will provide direct benefit to the project or program. There must be a direct benefit imparted on behalf of the traveler as it applies to the approved activities of the NoA. To prevent disallowance of cost, the grantee is responsible for ensuring that only allowable travel reimbursements are applied in accordance with their organization's established travel policies and procedures. Grantees approved policies must meet the requirements of 45 CFR Part 75, as applicable.

**Food and Meals:** Costs associated with food or meals are allowable when consistent with applicable federal regulations and HHS policies and guidance, which can be found at [http://www.hhs.gov/asfr/ogapa/acquisition/effspendpol\\_memo.html](http://www.hhs.gov/asfr/ogapa/acquisition/effspendpol_memo.html). In addition, costs must be proposed in accordance with grantee approved policies and a determination of reasonableness has been performed by the grantees. Grantee approved policies must meet the requirements of 45 CFR Part 75, as applicable.

**HIV Program Review Panel Requirement:** All written materials, audiovisual materials, pictorials, questionnaires, survey instruments, websites, educational curricula and other relevant program materials must be reviewed and approved by an established program review panel. A list of reviewed materials and approval dates must be submitted to the CDC Grants Management Specialist identified in the CDC Roles and Responsibilities section of this NoA.

**Prior Approval:** All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this NoA. The grantee must submit these requests by **September 1, 2016** or no later than 120 days prior to this budget period's end date. Any requests received that reflect only one signature will be returned to the grantee unprocessed. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

The following types of requests require prior approval.

- Use of unobligated funds from prior budget period (Carryover)
- Lift funding restriction, withholding, or disallowance
- Redirection of funds
- Change in scope
- Implement a new activity or enter into a sub-award that is not specified in the approved budget
- Apply for supplemental funds
- Change in key personnel
- Extensions
- Conferences or meetings that were not specified in the approved budget

Note: Awardees may request up to 75 percent of their estimated unobligated funds to be carried forward into the next budget period.

Templates for prior approval requests can be found at:  
<http://www.cdc.gov/grants/alreadyhavegrant/priorapprovalrequests.html>

**Key Personnel:** In accordance with 45 CFR Part 75.308, CDC grantees must obtain prior approval from CDC for (1) change in the project director/principal investigator, business official, authorized organizational representative or other key persons specified in the FOA, application or award document; and (2) the disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

**Inventions:** Acceptance of grant funds obligates grantees to comply with the standard patent rights clause in 37 CFR Part 401.14.

**Publications:** Publications, journal articles, etc. produced under a CDC grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, **1U62PS005077-01**, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

**Acknowledgment Of Federal Support:** When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole

or in part with Federal money, all awardees receiving Federal funds, including and not limited to State and local governments and grantees of Federal research grants, shall clearly state:

- percentage of the total costs of the program or project which will be financed with Federal money
- dollar amount of Federal funds for the project or program, and
- percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**Copyright Interests Provision:** This provision is intended to ensure that the public has access to the results and accomplishments of public health activities funded by CDC. Pursuant to applicable grant regulations and CDC's Public Access Policy, Recipient agrees to submit into the National Institutes of Health (NIH) Manuscript Submission (NIHMS) system an electronic version of the final, peer-reviewed manuscript of any such work developed under this award upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. Also at the time of submission, Recipient and/or the Recipient's submitting author must specify the date the final manuscript will be publicly accessible through PubMed Central (PMC). Recipient and/or Recipient's submitting author must also post the manuscript through PMC within twelve (12) months of the publisher's official date of final publication; however the author is strongly encouraged to make the subject manuscript available as soon as possible. The recipient must obtain prior approval from the CDC for any exception to this provision.

The author's final, peer-reviewed manuscript is defined as the final version accepted for journal publication, and includes all modifications from the publishing peer review process, and all graphics and supplemental material associated with the article. Recipient and its submitting authors working under this award are responsible for ensuring that any publishing or copyright agreements concerning submitted articles reserve adequate right to fully comply with this provision and the license reserved by CDC. The manuscript will be hosted in both PMC and the CDC Stacks institutional repository system. In progress reports for this award, recipient must identify publications subject to the CDC Public Access Policy by using the applicable NIHMS identification number for up to three (3) months after the publication date and the PubMed Central identification number (PMCID) thereafter.

**Disclaimer for Conference/Meeting/Seminar Materials:** Disclaimers for conferences/meetings, etc. and/or publications: If a conference/meeting/seminar is funded by a grant, cooperative agreement, sub-grant and/or a contract the grantee must include the following statement on conference materials, including promotional materials, agenda, and internet sites:

Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

**Logo Use for Conference and Other Materials:** Neither the Department of Health and Human Services (HHS) nor the CDC logo may be displayed if such display would cause confusion as to the funding source or give false appearance of Government endorsement. Use of the HHS name or logo is governed by U.S.C. Part 1320b-10, which prohibits misuse of the HHS name and emblem in written communication. A non-federal entity is unauthorized to use the HHS name or logo governed by U.S.C. Part 1320b-10. The appropriate use of the HHS logo is subject to review and approval of the HHS Office of the Assistant Secretary for Public Affairs (OASPA). Moreover, the HHS Office of the Inspector General has authority to impose civil monetary penalties for violations (42 CFR Part 1003). Accordingly, neither the HHS nor the CDC logo can be used by the grantee without the express, written consent of either the CDC Project Officer or the CDC Grants Management Officer. It is the responsibility of the grantee to request consent for use of the logo in sufficient detail to ensure a complete depiction and disclosure of all uses of the Government logos. In all cases for utilization of Government logos, the grantee must ensure written consent is received from the Project Officer and/or the Grants Management Officer.

**Equipment and Products:** To the greatest extent practicable, all equipment and products purchased with CDC funds should be American-made. CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However,



consistent with grantee policy, a lower threshold may be established. Please provide the information to the Grants Management Officer to establish a lower equipment threshold to reflect your organization's policy.

The grantee may use its own property management standards and procedures, provided it observes provisions in applicable grant regulations found at 45 CFR Part 75.

**Federal Information Security Management Act (FISMA):** All information systems, electronic or hard copy, that contain federal data must be protected from unauthorized access. This standard also applies to information associated with CDC grants. Congress and the OMB have instituted laws, policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. The current regulations are pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002, PL 107-347.

FISMA applies to CDC grantees only when grantees collect, store, process, transmit or use information on behalf of HHS or any of its component organizations. In all other cases, FISMA is not applicable to recipients of grants, including cooperative agreements. Under FISMA, the grantee retains the original data and intellectual property, and is responsible for the security of these data, subject to all applicable laws protecting security, privacy, and research. If/When information collected by a grantee is provided to HHS, responsibility for the protection of the HHS copy of the information is transferred to HHS and it becomes the agency's responsibility to protect that information and any derivative copies as required by FISMA. For the full text of the requirements under Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002 Pub. L. No. 107-347, please review the following website:

[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107\\_cong\\_public\\_laws&docid=f:publ347.107.pdf](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=107_cong_public_laws&docid=f:publ347.107.pdf)

**Pilot Program for Enhancement of Contractor Employee Whistleblower Protections:**

Grantees are hereby given notice that the 48 CFR section 3.908, implementing section 828, entitled "Pilot Program for Enhancement of Contractor Employee Whistleblower Protections," of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2, 2013), applies to this award.

Federal Acquisition Regulations

As promulgated in the Federal Register, the relevant portions of 48 CFR section 3.908 read as follows (note that use of the term "contract," "contractor," "subcontract," or "subcontractor" for the purpose of this term and condition, should be read as "grant," "grantee," "subgrant," or "subgrantee"):

3.908 Pilot program for enhancement of contractor employee whistleblower protections.

3.908-1 Scope of section.

(a) This section implements 41 U.S.C. 4712.

(b) This section does not apply to-

(1) DoD, NASA, and the Coast Guard; or

(2) Any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (50 U.S.C. 3003(4)). This section does not apply to any disclosure made by an employee of a contractor or subcontractor of an element of the intelligence community if such disclosure-

(i) Relates to an activity of an element of the intelligence community; or

(ii) Was discovered during contract or subcontract services provided to an element of the intelligence community.

3.908-2 Definitions.

As used in this section-

"Abuse of authority" means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract of such agency.

"Inspector General" means an Inspector General appointed under the Inspector General Act of 1978 and any Inspector General that receives funding from, or has oversight over contracts awarded for, or on behalf of, the executive agency concerned.

### 3.908-3 Policy.

(a) Contractors and subcontractors are prohibited from discharging, demoting, or otherwise discriminating against an employee as a reprisal for disclosing, to any of the entities listed at paragraph (b) of this subsection, information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract, a gross waste of Federal funds, an abuse of authority relating to a Federal contract, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract). A reprisal is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

(b) Entities to whom disclosure may be made.

(1) A Member of Congress or a representative of a committee of Congress.

(2) An Inspector General.

(3) The Government Accountability Office.

(4) A Federal employee responsible for contract oversight or management at the relevant agency.

(5) An authorized official of the Department of Justice or other law enforcement agency.

(6) A court or grand jury.

(7) A management official or other employee of the contractor or subcontractor who has the responsibility to investigate, discover, or address misconduct.

(c) An employee who initiates or provides evidence of contractor or subcontractor misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract shall be deemed to have made a disclosure.

### 3.908-9 Contract clause.

Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Sept. 2013)

(a) This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.

(b) The Contractor shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

## **PAYMENT INFORMATION**

**Automatic Drawdown (Direct/Advance Payments):** Payment under this award will be made available through the Department of Health and Human Services (HHS) Payment Management System (PMS). PMS will forward instructions for obtaining payments.

PMS correspondence, mailed through the U.S. Postal Service, should be addressed as follows:

Director, Payment Management Services

P.O. Box 6021

Rockville, MD 20852

Phone Number: (877) 614-5533

Email: [PMSSupport@psc.gov](mailto:PMSSupport@psc.gov)

Website: <http://www.dpm.psc.gov/help/help.aspx?explorer.event=true>

**Note:** To obtain the contact information of PMS staff within respective Payment Branches refer to the links listed below:

- University and Non-Profit Payment Branch:  
[http://www.dpm.psc.gov/contacts/dpm\\_contact\\_list/univ\\_nonprofit.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/dpm_contact_list/univ_nonprofit.aspx?explorer.event=true)
- Governmental and Tribal Payment Branch:  
[http://www.dpm.psc.gov/contacts/governmental\\_and\\_tribal.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/governmental_and_tribal.aspx?explorer.event=true)
- Cross Servicing Payment Branch:  
[http://www.dpm.psc.gov/contacts/cross\\_servicing.aspx?explorer.event=true](http://www.dpm.psc.gov/contacts/cross_servicing.aspx?explorer.event=true)

If a carrier other than the U.S. Postal Service is used, such as United Parcel Service, Federal Express, or other commercial service, the correspondence should be addressed as follows:

U.S. Department of Health and Human Services  
Division of Payment Management  
7700 Wisconsin Avenue, Suite 920  
Bethesda, MD 20814

To expedite your first payment from this award, attach a copy of the Notice of Grant/Cooperative Agreement to your payment request form.

**Payment Management System Subaccount:** Effective October 1, 2013, a new HHS policy on subaccounts requires the CDC setup payment subaccounts within the Payment Management System (PMS) for all grant awards. Funds awarded in support of approved activities have been obligated in a newly established subaccount in the PMS, herein identified as the "P Account". A P Account is a subaccount created specifically for the purpose of tracking designated types of funding in the PMS.

All award funds must be tracked and reported separately. Funds must be used in support of approved activities in the FOA and the approved application.

The grant document number and subaccount title (below) must be known in order to draw down funds from this P Account.

Grant Document Number: **005077PS16**  
Subaccount Title: **PS161601COOPAGREEM16**

**Acceptance of the Terms of an Award:** By drawing or otherwise obtaining funds from the grant Payment Management Services, the grantee acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the recipient cannot accept the terms, the recipient should notify the Grants Management Officer within thirty (30) days of receipt of this award notice.

**Certification Statement:** By drawing down funds, the grantee certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer Federal awards and funds drawn down. Recipients must comply with all terms and conditions outlined in their NoA, including grant policy terms and conditions contained in applicable HHS Grant Policy Statements, and requirements imposed by program statutes and regulations and HHS grants administration regulations, as applicable; as well as any regulations or limitations in any applicable appropriations acts.

**Roles and Responsibilities:** Grants Management Specialists/Officers (GMO/GMS) and Program/Project Officers (PO) work together to award and manage CDC grants and cooperative agreements. From the pre-planning stage to closeout of an award, grants management and program staff have specific roles and responsibilities for each phase of the grant cycle. The GMS/GMO is responsible for the business management and administrative functions. The PO is

responsible for the programmatic, scientific, and/or technical aspects. The purpose of this factsheet is to distinguish between the roles and responsibilities of the GMO/GMS and the PO to provide a description of their respective duties.

**Grants Management Officer:** The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards including:

- Determining the appropriate award instrument, i.e.; grant or cooperative agreement
- Determining if an application meets the requirements of the FOA
- Ensuring objective reviews are conducted in an above-the-board manner and according to guidelines set forth in grants policy
- Ensuring grantee compliance with applicable laws, regulations, and policies
- Negotiating awards, including budgets
- Responding to grantee inquiries regarding the business and administrative aspects of an award
- Providing grantees with guidance on the closeout process and administering the closeout of grants
- Receiving and processing reports and prior approval requests such as changes in funding, carryover, budget redirection, or changes to the terms and conditions of an award
- Maintaining the official grant file and program book

The GMO is the only official authorized to obligate federal funds and is responsible for signing the NoA, including revisions to the NoA that change the terms and conditions. The GMO serves as the counterpart to the business officer of the recipient organization.

**GMO Contact:** See Staff Contacts below for the assigned GMO

**Grants Management Specialist:** The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards. Many of the functions described above are performed by the GMS on behalf of the GMO.

**GMS Contact:** See Staff Contacts below for the assigned GMS

**Program/Project Officer:** The PO is the federal official responsible for the programmatic, scientific, and/or technical aspects of grants and cooperative agreements including:

- The development of programs and FOAs to meet the CDC's mission
- Providing technical assistance to applicants in developing their applications e.g. explanation of programmatic requirements, regulations, evaluation criteria, and guidance to applicants on possible linkages with other resources
- Providing technical assistance to grantees in the performance of their project
- Post-award monitoring of grantee performance such as review of progress reports, review of prior approval requests, conducting site visits, and other activities complementary to those of the GMO/GMS

**Programmatic Contact:**

Michael Spiller, Project Officer  
Centers for Disease Control  
OID/NCHHSTP/DHPSE/BCSB  
1600 Clifton Road NE, MS E-46  
Atlanta, GA 30329  
Telephone: 404-639-4204  
Fax: 404-639-8640  
Email: [wfu3@cdc.gov](mailto:wfu3@cdc.gov)

**STAFF CONTACTS**

**Grants Management Specialist:** Gladys T Gissentanna  
Centers for Disease Control and Prevention  
Procurement and Grants Office  
2920 Brandywine Road, Mailstop K-70  
Atlanta, GA 30341  
**Email:** gcg4@cdc.gov **Phone:** 770.488.2741 **Fax:** 770.488.2670

**Grants Management Officer:** Arthur Lusby  
Centers for Disease Control and Prevention (CDC)  
Procurement and Grants Office  
2920 Brandywine Road, MS E-15  
Atlanta, GA 30341  
**Email:** alusby@cdc.gov **Phone:** (770) 488-2865 **Fax:** 770-488-2868

**SPREADSHEET SUMMARY**  
**GRANT NUMBER:** 1U62PS005077-01

**INSTITUTION:** SAN FRANCISCO DEPT OF PUBLIC HEALTH



**SUMMARY STATEMENT  
FUNDING OPPORTUNITY ANNOUNCEMENT  
PS16-1601  
“National HIV Behavioral Surveillance (NHBS)”**

**Date of Review:** September 25, 2015  
**Applicant Name:** San Francisco Department of Health  
**Recommendation:** Approved

**RECOMMENDATIONS:**

- None noted.

**OTHER RELEVANT COMMENTS:**

- The Applicant proposes to conduct core NHBS activities as well as anonymous hepatitis B and hepatitis C testing in the NHBS-IDU cycle and anonymous STI (chlamydia and gonorrhea) testing among participants in the NHBS-MSM and NHBS-HET cycles.

**CRITERIA:**

**1. Approach**

**Summary of Strengths:**

- Core NHBS activities
  - The Applicant proposes outcomes that are consistent with the project period outcomes described in the CDC project description and logic model (page 2).
  - The Applicant describes plans for conducting all required activities, and provides some detail about each one (pages 3-5).
  - The Applicant describes plans to use respondent driven sampling for IDU and heterosexuals at high risk for HIV infection, and venue-based sampling for MSM, and states that they will complete surveys with a minimum of 500 eligible participants each year (page 3).
  - The Applicant describes plans to offer anonymous blood-based HIV testing, specifically POC rapid HIV tests followed by a lab-based HIV test for confirmatory testing (page 4) and includes a letter from its Health Officer indicating that anonymous HIV testing is acceptable (page 57).
  - The Applicant presents a somewhat detailed work plan for the first year of the award. This work plan includes a timeline for when specific activities should start and notes the party responsible for each activity (pages 10-12). The Applicant presents a high-level work plan for the five-year project period (pages 12-14).
- Optional activities
  - The Applicant describes plans for hepatitis B and C testing, including use of CDC-recommended test kits and laboratory procedures (page 4).

- The Applicant describes detailed plans for conducting STI testing in MSM and heterosexual women and notes having extensive history conducting STI testing in community venues and clinics (page 4).

#### **Summary of Weaknesses:**

- Some of the work plan could be more detailed, particularly regarding the person(s) responsible for specific activities. For instance, several rows are simply labeled PD/Field Staff/Lab.
- The Applicant does not explicitly show that the proposed use of funds is an efficient and effective way to attain the project period outputs and outcomes. For instance, the Applicant does not provide detailed information about how they plan to reach the target population nor did the Applicant provide detailed information about how previous efforts with NHBS have performed in the community.

## **2. Evaluation and Performance Management**

#### **Summary of Strengths:**

- The Applicant describes plans for process and outcome evaluation that are consistent with the work plan (pages 5-6).
- The Applicant describes some quality assurance activities consistent with the content proposed in the CDC Project Description, such as tracking accrual of sample size, reproducibility of the sample compared to previous cycles of NHBS, and evaluation of interviewers to ensure fidelity to project procedures and interview guides (page 4).
- The Applicant provides some information about monitoring through its proposed process evaluation. For example, the Applicant notes that the results of the process evaluation will enable the team to “adjust work flow and timelines.”
- The Applicant describes how the results of the outcome evaluation will be used to demonstrate whether data collected in NHBS have had a role in policy and program planning (page 6).
- The Applicant states that it will “make recommendations for improving the quality, efficiency, and usefulness” of NHBS data both on the local and national levels (page 5).

#### **Summary of Weaknesses:**

- The Applicant’s description of how evaluation and performance measures will be incorporated into planning, implementation, and reporting of project activities is minimal.
- The Applicant’s description of its plans for monitoring recruitment and participation numbers is vague. The Applicant simply states that the results of the process evaluation will “allow the project team to adjust recruitment within a project year to maintain reproducibility” (page 5).
- The Applicant does not describe how performance measurement and evaluation findings will be reported.

## **3. Applicant’s Organizational Capacity to Implement the Approach**

#### **Summary of Strengths:**

- The Applicant has successfully implemented 25 years of HIV behavioral surveys, including 12 years of NHBS activities. The studies the Applicant has conducted demonstrate a long track record of implementing not only public health surveillance, anonymous HIV testing, and community-level surveys, but specifically respondent-driven sampling and venue-based sampling (pages 6-7).



- The proposed Principal Investigator has been involved in many similar studies, and has particular expertise in sampling from hard-to-reach and hidden populations (page 9, CV).
- The Applicant has a CLIA certified Public Health Laboratory in which to perform testing for HIV, Hepatitis B and C, and multiple STIs (page 6).
- The Applicant conducted a Young Men's Survey among Asian/Pacific Islander MSM that included testing for Hepatitis B (pages 6-7).
- The Applicant provides letters of support from multiple consultants who will provide input during the formative phase, by identifying venues, social networks, and key informants, and assisting with questionnaire development (pages 10; 95-99).
- The Applicant provides a detailed description of the facilities and resources available. These clearly demonstrate the capacity to conduct analysis of bio-behavioral data and report findings (pages 7-8).
- The Applicant provides a clear staffing plan that describes staff roles and responsibilities (pages 9-10).
- The proposed staff has the capacity to conduct the activities necessary to carry out the project (pages 9-10, CVs).
- The Applicant provides an organizational chart that clearly shows the project management structure (page 94).
- The Applicant demonstrates that it has the facilities, resources, and experience necessary to adhere to HIV data security and confidentiality guidelines as described in the CDC Project Description (page 10).

**Summary of Weaknesses:**

- The Applicant does not specifically demonstrate its ability to conduct anonymous Hepatitis and STI testing.
- The Applicant does not explicitly describe plans for disseminating findings to local stakeholders.

**4. Budget**

- None noted.



**SUMMARY STATEMENT  
FUNDING OPPORTUNITY ANNOUNCEMENT  
PS16-1601**

**“National HIV Behavioral Surveillance (NHBS)”  
Optional Population #2  
Conduct NHBS among transgender women**

**Date of Review:** September 25, 2015  
**Applicant Name:** San Francisco Department of Health  
**Recommendation:** Approved

**RECOMMENDATIONS:**

- None noted.

**OTHER RELEVANT COMMENTS:**

- None noted.

**CRITERIA:**

**1. Demonstrates previous experience with surveillance or research activities among transgender women**

**Summary of Strengths:**

- The Applicant has previously conducted HIV surveillance among transgender women in multiple studies. The Applicant provides a list of these studies and their findings (page 18). Of note, the Applicant conducted one of the first longitudinal cohort studies of young transgender women (page 18).
- The Applicant’s surveillance of transgender women in San Francisco resulted in an article published in a prestigious peer-reviewed journal (page 10), which is a strong indicator of the high quality of this work.
- Although the STRIPE study was conducted among transgender men, not transgender women, it piloted a novel sampling method for hard-to-reach populations, which might prove helpful for the proposed project.
- The Applicant proposes a PI and Co-Investigator that have expertise in sampling from hard-to-reach populations (PI) and specifically with transgender women (Co-I) (page 19).

**Summary of Weaknesses:**

- The Applicant has not yet identified a Project Coordinator or study interviewers/counselors, so the experience of these individuals cannot be assessed.

**2. Demonstrates willingness and ability to maintain or develop partnerships with organizations or academic institutions who have worked with transgender women**

**Summary of Strengths:**

- The Applicant describes its plans to collaborate on survey development and implementation with local academic and community organizations that have worked with transgender women. These

include the Transgender Center of Excellence at UCSF and community-based organizations such as API wellness center (pages 17-18).

- The Applicant has a long history of working with the groups noted above through their previous study of transgender women and transgender female youth (page 18).
- The Applicant describes plans to seek input from collaborators during the formative phase, to aid in identifying transgender venues, social networks, and key informants, and assisting with questionnaire development (page 20). The Applicant provides a letter of support from one of these proposed collaborators (page 98).

**Summary of Weaknesses:**

- The Applicant names two proposed collaborators (Packer and Rapues) but does not provide letters of support from these individuals or their organizations, and notes that they are not funded by the proposed study (page 20).

**3. Demonstrates ability to reach 200 transgender women based on local estimates of the population size**

**Summary of Strengths:**

- The Applicant states (with a citation) that the transgender women population in San Francisco is around 1500 persons (page 16).
- The Applicant proposes to conduct the survey and anonymous HIV testing among 300 transgender women (page 16). This exceeds the sample size of 200 expected by CDC. The purpose of increasing the sample size is to be able to estimate HIV prevalence for sub-populations such as Black transgender women.
- The Applicant has achieved sample sizes of approximately 300 persons in previous studies using similar techniques (pages 16, 18).

**Summary of Weaknesses:**

- None noted.

**4. Budget**

- The Applicant provides a detailed budget for years 1-3 for conducting NHBS among transgender women. The budget appears reasonable, is clearly itemized and justified, and appears consistent with the intended use of funds. The budget clearly demonstrates the capacity to support the project activities.

**SUMMARY STATEMENT  
FUNDING OPPORTUNITY ANNOUNCEMENT  
PS16-1601  
“National HIV Behavioral Surveillance (NHBS)”**

**Date of Review:** September 25, 2015  
**Applicant Name:** San Francisco Department of Health  
**Recommendation:** Approved

**RECOMMENDATIONS:**

- None noted.

**OTHER RELEVANT COMMENTS:**

- The Applicant proposes to conduct core NHBS activities as well as anonymous hepatitis B and hepatitis C testing in the NHBS-IDU cycle and anonymous STI (chlamydia and gonorrhea) testing among participants in the NHBS-MSM and NHBS-HET cycles.

**CRITERIA:**

**1. Approach**

**Summary of Strengths:**

- Core NHBS activities
  - The Applicant proposes outcomes that are consistent with the project period outcomes described in the CDC project description and logic model (page 2).
  - The Applicant describes plans for conducting all required activities, and provides some detail about each one (pages 3-5).
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- Optional activities
  - The Applicant describes plans for hepatitis B and C testing, including use of CDC-recommended test kits and laboratory procedures (page 4).

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**Summary of Weaknesses:**

- Some of the work plan could be more detailed, particularly regarding the person(s) responsible for specific activities. For instance, several rows are simply labeled PD/Field Staff/Lab.
- The Applicant does not explicitly show that the proposed use of funds is an efficient and effective way to attain the project period outputs and outcomes. For instance, the Applicant does not provide detailed information about how they plan to reach the target population nor did the Applicant provide detailed information about how previous efforts with NHBS have performed in the community.

**2. Evaluation and Performance Management**

**Summary of Strengths:**

- The Applicant describes plans for process and outcome evaluation that are consistent with the work plan (pages 5-6).
- The Applicant describes some quality assurance activities consistent with the content proposed in the CDC Project Description, such as tracking accrual of sample size, reproducibility of the sample compared to previous cycles of NHBS, and evaluation of interviewers to ensure fidelity to project procedures and interview guides (page 4).
- The Applicant provides some information about monitoring through its proposed process evaluation. For example, the Applicant notes that the results of the process evaluation will enable the team to “adjust work flow and timelines.”
- The Applicant describes how the results of the outcome evaluation will be used to demonstrate whether data collected in NHBS have had a role in policy and program planning (page 6).
- The Applicant states that it will “make recommendations for improving the quality, efficiency, and usefulness” of NHBS data both on the local and national levels (page 5).

**Summary of Weaknesses:**

- The Applicant’s description of how evaluation and performance measures will be incorporated into planning, implementation, and reporting of project activities is minimal.
- The Applicant’s description of its plans for monitoring recruitment and participation numbers is vague. The Applicant simply states that the results of the process evaluation will “allow the project team to adjust recruitment within a project year to maintain reproducibility” (page 5).
- The Applicant does not describe how performance measurement and evaluation findings will be reported.

**3. Applicant’s Organizational Capacity to Implement the Approach**

**Summary of Strengths:**

- The Applicant has successfully implemented 25 years of HIV behavioral surveys, including 12 years of NHBS activities. The studies the Applicant has conducted demonstrate a long track record of implementing not only public health surveillance, anonymous HIV testing, and community-level surveys, but specifically respondent-driven sampling and venue-based sampling (pages 6-7).

- The proposed Principal Investigator has been involved in many similar studies, and has particular expertise in sampling from hard-to-reach and hidden populations (page 9, CV).
- The Applicant has a CLIA certified Public Health Laboratory in which to perform testing for HIV, Hepatitis B and C, and multiple STIs (page 6).
- The Applicant conducted a Young Men's Survey among Asian/Pacific Islander MSM that included testing for Hepatitis B (pages 6-7).
- The Applicant provides letters of support from multiple consultants who will provide input during the formative phase, by identifying venues, social networks, and key informants, and assisting with questionnaire development (pages 10; 95-99).
- The Applicant provides a detailed description of the facilities and resources available. These clearly demonstrate the capacity to conduct analysis of bio-behavioral data and report findings (pages 7-8).
- The Applicant provides a clear staffing plan that describes staff roles and responsibilities (pages 9-10).
- The proposed staff has the capacity to conduct the activities necessary to carry out the project (pages 9-10, CVs).
- The Applicant provides an organizational chart that clearly shows the project management structure (page 94).
- The Applicant demonstrates that it has the facilities, resources, and experience necessary to adhere to HIV data security and confidentiality guidelines as described in the CDC Project Description (page 10).

**Summary of Weaknesses:**

- The Applicant does not specifically demonstrate its ability to conduct anonymous Hepatitis and STI testing.
- The Applicant does not explicitly describe plans for disseminating findings to local stakeholders.

**4. Budget**

- None noted.



Edwin M. Lee  
Mayor

Barbara A. Garcia, MPA  
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Barbara A. Garcia, MPA  
Director of Health  
DATE: October 18, 2016  
SUBJECT: Grant Accept and Expend  
GRANT TITLE: Accept and Expend Grant - National HIV Behavioral Surveillance -San Francisco- \$558,933

Attached please find the original and 2 copies 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: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for Community Programs, 1380 Howard St.

Certified copy required Yes

No



# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2016 NOV 29 PM 4:05  
Time stamp or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.**

**Sponsor(s):**

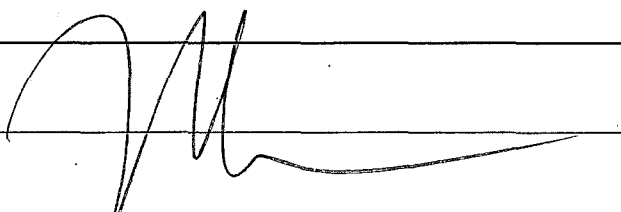
Supervisor Mark Farrell

**Subject:**

Accept and Expend Grant - National HIV Behavioral Surveillance - San Francisco - \$558,933

**The text is listed below or attached:**

Attached.

Signature of Sponsoring Supervisor: 

**For Clerk's Use Only:**

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>Public Health Foundation Enterprises, Inc. (PHFE)</b>	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) Board – see attachment 2) Blayne Cutler, President/CEO, Margarita R. Buitrago, CFO/COO 3) N/A 4) N/A 5) N/A	
Contractor address: 12801 Crossroads Parkway South, Suite 200, City of Industry, CA 91746-3505	
Date that contract was approved:	Amount of contract: \$223,264
Describe the nature of the contract that was approved: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.	
Comments: PHFE is a 501 ( c ) 3 Nonprofit with a Board of Directors	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form (Mayor, Edwin M. Lee)  
 a board on which the City elective officer(s) serves Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

\_\_\_\_\_  
Signature of City Elective Officer (if submitted by City elective officer)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

\_\_\_\_\_  
Date Signed

**Public Health Foundation Enterprise**

**PHFE Board of Directors 2016-2017**

Officers:

Erik D. Ramanathan, JD Chair

Delvecchio Finley, Vice Chair

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