

File No. 100403

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: April 26, 2010

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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

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Completed by: Victor Young

Date April 22, 2010

Completed by: Victor Young

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Accept and Expend Grant - Medical Monitoring Project - \$401,770]

2
3 **Resolution authorizing the San Francisco Department of Public Health to accept and**
4 **expend retroactively a grant from the Centers for Disease Control and Prevention in the**
5 **amount of \$401,770 to support a project entitled, "Medical Monitoring Project" for the**
6 **period of June 1, 2010, through May 31, 2011.**

7
8 WHEREAS, DPH was awarded a grant from the CDC in the amount of \$401,770 to
9 fund the second year of a five year project entitled Medical Monitoring Project; for the period
10 of June 1, 2010 through May 31, 2011; and,

11 WHEREAS, The CDC is allocating funds annually but intends to fund the project for
12 five years if the grantee's progress is satisfactory, in which case DPH will get a total of
13 \$2,008,850 for five years; and,

14 WHEREAS, The Medical Monitoring Project is a comprehensive population-based
15 project to gather detailed information on HIV-infected patients receiving care in the United
16 States; and,

17 WHEREAS, The grant does not require an ASO amendment and reimburses DPH for
18 two existing positions: one Manager I (Job Class# 0922) at 0.10 FTE and one Health Program
19 Coordinator III (Job Class# 2593) at 0.15 FTE, for the period of June 1, 2010 through May 31,
20 2011; and,

21 WHEREAS, DPH will subcontract with the Public Health Foundation Enterprises, Inc.,
22 in the amount of \$362,168 for the period of June 1, 2010 through May 31, 2011; and,

23 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
24 \$6,184; now, therefore, be it


1 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
2 in the amount of \$401,770 from the CDC; and, be it

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


6 FURTHER RESOLVED, That the Controller is directed to designate the positions
7 funded under this agreement as a "G" or grant-funded position which would terminate when
8 the agreement expires; and, be it

9 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
10 agreement on behalf of the City.


11
12
13
14 RECOMMENDED:

15 
16 _____
17 Mitchell Katz, M.D.
18 Director of Health

APPROVED:



Office of the Mayor

19 
20 _____
for Office of the Controller



Gavin Newsom
Mayor

Mitchell H. Katz, MD
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mitchell H. Katz, M.D.
Director of Health *MH*

DATE: March 12, 2010

SUBJECT: Accept and Expend Resolution

GRANT TITLE: Medical Monitoring Project

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department, Health Commission
- Grant information form, including disability checklist
- Grant budget and justification
- Award letter
- Application Instructions
- Ethics Form 126

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Grace Alderson

Phone: 554-2655

Interoffice Mail Address: Dept. of Public Health, 101 Grove St., Room 330

Certified copy required Yes

No

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

Grant Information Form
(Effective January 2000)

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

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

1. Grant Title: Medical Monitoring Project (MMP)
2. Department: Department of Public Health
AIDS Office
HIV Epidemiology Section
3. Contact Person: Susan Scheer Telephone: 554-9076
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$401,770
- 6a. Matching Funds Required: No
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Centers for Disease Control and Prevention (CDC)
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary:

The Medical Monitoring Project (MMP) is a comprehensive population-based project to gather detailed information on HIV-infected patients receiving care in the United States. San Francisco has been selected as one of the study sites. Information collected through patient interview and medical chart abstraction will enable us to estimate resource needs for treatment and other services for people infected with HIV in San Francisco as well as nationally. Data from the project can document who is receiving care and provide population-based estimates of clinical characteristics for persons with HIV and AIDS in care. This information can then be used to improve access to care and prevention by supporting funding requests for the Ryan White CARE Act and by informing the HIV prevention community planning process.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: June 1, 2010 End-Date: May 31, 2011
10. Number of new positions created and funded: None. The grant does not require an ASO amendment and partially reimburses the department for two existing positions:
0.10 FTE Manager I, (Job Class# 0922)
0.15 FTE Health Program Coordinator III (Job Class# 2593)
11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$362,168 to the Public Health Foundations Enterprises, Inc. (PHPE)

- b. Will contractual services be put out to bid? N/A.
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A
- d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? Yes No
 b1. If yes, how much? \$6,184 b2. How was the amount calculated? 24.04% of total salaries
 c. If no, why are indirect costs not included? N/A
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):

14. Any other significant grant requirements or comments:
 This is the second year of MMP's five year project. See attached continuation of funds announcement released on January 21, 2010. The interim progress report was submitted on 3/4/2010. DPH is requesting accept and expend approval of funds for this renewal period from June 1, 2010 to May 31, 2011 because DPH missed getting approval for year 2 of this grant through the budget process, as would normally happen


****Disability Access Checklist****

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

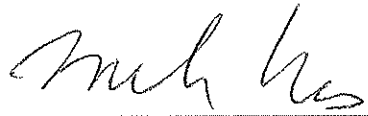
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| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/>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

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 
 Jason Hashimoto

Date Reviewed: 3/12/10

Department Approval: 
 Mitchell Katz, M.D. Director of Public Health

**San Francisco Department of Public Health AIDS Office
HIV Epidemiology Section
"Medical Monitoring Project (MMP)"
PS09-937**

Budget Summary

Year 2: June 1, 2010 - May 31, 2011

A.	Salaries	\$25,725
B.	Mandatory Fringe	\$7,693
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$362,168
G.	Other Expenses	\$0
	TOTAL DIRECT COSTS	\$395,586
H.	Indirect Costs (24.04% of Total Salaries)	\$6,184
	TOTAL BUDGET	\$401,770

Year 2 Detail Line-Item Budget and Justification: 6/1/2010 – 5/31/2011

- A. PERSONNEL**
- B. MANDATORY FRINGE**

- 1. 0.10 0922 – Manager I: Susan Scheer

HIV Epidemiology Section Director

Annual Salary: \$108,888 x 0.10 FTE x 12 months = \$10,889

Mandatory Fringe Benefits @ 30.50% = \$3,321 \$14,210

The Principal Investigator will be responsible for ensuring that all MMP are followed and that the necessary security and confidentiality standards are met. She will be responsible for ensuring that all the necessary institutional review board (IRB) approvals are granted and for keeping these current throughout the project period and will communicate any protocol modifications and/or violations to the appropriate IRBs. She will serve as the project liaison to the SFDPH HIV/AIDS core and incidence surveillance programs and make sure that MMP is integrated, to extent possible, with core surveillance. She will disseminate the MMP findings to the San Francisco Care Council, HIV Prevention Planning Council and other interested parties. She will be responsible for the fiscal management of MMP and will assist the Project Director with hiring of staff.

- 2. 0.15 2593 - Health Program Coordinator III: Maree Kay Parisi

Annual Salary: \$95,552 x 0.15 FTE x 12 months = \$14,333

Mandatory Fringe Benefits @ 30.50% = 4,372 \$18,704

Administrative and technical assistance will be provided by the HIV surveillance Program Director. She will assist the MMP staff with contacting and establishing relationships with selected medical care providers. For example, drawing on her familiarity with medical care sites through core surveillance activities, she will assist MMP staff in gaining the facilities' willingness to participate in MMP, she will assist in gaining access to medical records for abstraction, and will be able reassure MMP sites about security and confidentiality by relating it to the core surveillance guidelines.

3. STEP/COLA increases:

The salary expenditures are based on the rates per job classification and per labor Union Agreements. The cost for COLA and Step Increases are as follows: COLA = \$503 and Step Increases @ 5% = \$0

Total Salaries	\$25,725
Total Fringe	\$7,693
TOTAL PERSONNEL:	\$33,417
C. TRAVEL	\$0
D. EQUIPMENT	\$0
E. MATERIALS AND SUPPLIES	\$0
F. CONTRACTUAL	

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: 6/1/2010 – 5/31/2011

Description of activities: PHFE will provide the staffing for the development of the database and field activities: including medical record abstraction and patient interview. 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 HIV Epidemiology Section 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 with narrative justification: \$362,168

a. PHFE Personnel

b. PHFE Mandatory Fringe Benefits

i. 1.00 – Project Director: Tara Schubert

Annual Salary: \$68,902 x 1.0 FTE for 12 months = \$68,902

Mandatory Fringe Benefits @ 30.00% = \$20,671 \$89,573

Principal duties include coordinating the MMP activities. S/he will work with others to

create a comprehensive list of providers from hospital websites to incorporate into sampling frame. S/he will be responsible for negotiating with sites to participate in the MMP, processing and managing MOUs and contracts, identifying key personnel at provider sites, conducting site visits to ensure adherence to protocols and to identify and resolve problems. S/he will educate providers regarding the project and set up a stipend system for participants who participate in the project. S/he will conduct chart abstraction and interview participants as well as supervise field staff who will be doing chart reviews and interviewing participants. S/he will monitor and oversee participation of patients. S/he will work with the Principal Investigator in presenting data to stakeholders and in answering questions for prospective providers and participants. S/he will be working in clinics, hospitals, and private medical providers' offices conducting interviews, active HIV/AIDS surveillance, and MMP.

ii. 1.00 Senior Research Associate: Lauren Williams

Annual Salary: \$50,935 x 1.0 FTE for 12 months = \$50,935

Mandatory Fringe Benefits @28.00% = \$14,262 \$65,197

Under the supervision of the MMP director, the employee will be working in clinics, hospitals, and private medical provider's offices conducting interviews, active HIV/AIDS surveillance, and MMP.

iii. 0.75 Research Associate: Conrad Wenzel

Annual Salary: \$46,200 x 0.75 FTE for 12 months = \$34,650

Mandatory Fringe Benefits @27.00% = \$9,356 \$44,006

Under the supervision of the MMP director, the employee will be working in clinics, hospitals, and private medical providers' offices conducting interviews, active HIV/AIDS surveillance, and MMP.

iv. 1.00 Research Associate: Audrey Harkness

Annual Salary: \$46,200 x 1.0 FTE for 12 months = \$46,200

Mandatory Fringe Benefits @27.79% = \$12,839 \$59,039

Under the supervision of the MMP director, the employee will be working in clinics, hospitals, and private medical provider's offices conducting interviews, active HIV/AIDS surveillance, and MMP.

v. 0.50 2802 - Epidemiologist I: Allison Hughes

Annual Salary: \$52,500 x 0.50 FTE for 12 months = \$26,250

Mandatory Fringe Benefits @29.70% = \$7,796 \$34,046

Principal duties include processing and managing the MMP sampling frame and interview and abstraction data. She will assist in overseeing data collection and analysis, interpreting, writing and disseminating findings. She will be responsible for forwarding data to the CDC and will be the point person for CDC regarding data management issues.

Total PHFE Personnel Expenses \$291,860

c. PHFE Travel \$8,280

i. Local Travel \$3,600

To purchase bus passes for MMP staff to travel to sites to conduct MMP activities and field investigations.

\$60/bus pass/mo. x 5 x 12 mo. = \$3,600

ii. Out-of-Jurisdiction Travel \$4,680

To cover costs of domestic travel to CDC for 1 staff member to participate in the mandatory principal investigator meeting, 2 staff members for the mandatory interviewer/chart abstractor training and 1 staff member to attend the data manager training.

Estimated domestic airfare \$520 x 4 staff + ground transportation \$80 x 4 staff + (lodge \$141/per night x 3 nights x 4 staff) + \$49 per diem x 3 days x 4 staff = \$4,680

d. PHFE Equipment \$0

e. PHFE Materials and Supplies \$600

Project specific costs associated with purchase of study binders, file folders, participant files, envelopes, labels, and computer paper.

Estimated costs: \$50/month x 12 months = \$600

f. PHFE Contractual Services \$7,000

1. Name of contractor: **Kaiser Foundation Research Institute**

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

Period of performance: 6/1/2010 – 5/31/2011

Description of activities: Kaiser Foundation requires programming time to identify, and create a unique code for patients seen at Kaiser for HIV services during project reporting period. Kaiser will provide list by patient identifiers to San Francisco MMP staff for the CDC to randomly select MMP participants. Kaiser will be responsible for linking selected patient identifiers to patient name and recruiting patients into MMP.

Method of accountability: The contractor will follow the CDC and HIV Epidemiology Section 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 with narrative justification: \$7,000

A. SALARIES & WAGES

B. MANDATORY FRINGE

1. Programmer - Hurley, Leo

Annual Salary	\$102,831
0.05% FTE for 7 months	\$2,996
40.2% Mandatory Fringe Benefits	<u>\$1,204</u>
Total	\$4,200

The senior programmer will create an electronic list of HIV-infected patients at Kaiser San Francisco who either received outpatient (non-emergency) medical care or had prescriptions filled during the grant period. Patients must have been 18 years of age or older by January 1, 2008.

C. CONSULTANT N/A

D. EQUIPMENT N/A

E. SUPPLIES

Office Supplies, Photocopying and Posters – Costs associated with purchase of stationary and supplies. Estimated costs \$38 per month x 12 months = Total \$451

F. OTHER DIRECT COSTS N/A

G. DIRECT COSTS \$4,651

H. INDIRECT COSTS (56% Salaries & Fringe) \$2,349

I. TOTAL KAISER DIRECT AND INDIRECT COSTS \$7,000

g. PHFE Other Expenses \$27,600

i. Participant Stipends \$16,000

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

400 Participants x \$40 Stipend/Participant = \$16,000

ii. Facility Expenses \$9,100

Cost for 26 providers and hospitals to assist with creating patient lists, introducing patients to the MMP, retrieving retired patients charts, and for IT support for hospitals to create and update patient lists.

26 sites x \$350 = \$9,100

iii. Other Costs \$2,500

Costs associated with submitting to the University of California San Francisco Committee on Human Research (CHR). IRB applications are submitted for all selected MMP study sites including: St. Mary's Hospital, San Francisco Veteran Administration Hospital, and Kaiser Hospital.

Average per application \$625 x 4 sites = \$2,500

Total PHFE Direct Costs \$335,340

Total PHFE Indirect Costs(@8% of total modified direct costs) \$26,827

TOTAL PHFE BUDGET: \$362,168

TOTAL CONTRACTUAL EXPENSES \$362,168

G. OTHER \$0

TOTAL DIRECT EXPENSE: \$395,586

H. INDIRECT COST (24.04% of Total Salaries) \$6,184

TOTAL BUDGET: \$401,770



Grant Number: 1U62PS001600-01

Principal Investigator(s):
SUSAN SCHEER, PHD

Project Title: PS09-937 MEDICAL MONITORING PROJECT (MMP)

SAJID SHAIKH
DIRECTOR - BUDGET & FINANCE
SAN FRANCISCO PUB HLTH AIDS OFC
25 VAN NESS AVE, SUITE 500
SAN FRANCISCO, CA 94102

Award e-mailed to: barbara.garcia@sfdph.org

Budget Period: 06/01/2009 – 05/31/2010
Project Period: 06/01/2009 – 05/31/2014

Dear Business Official:

The Centers for Disease Control and Prevention hereby awards a grant in the amount of \$401,770 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to SAN FRANCISCO DEPT OF PUBLIC HEALTH 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,

Merlin Williams
Grants Management Officer
Centers for Disease Control and Prevention

Additional information follows



21 January 2010

Reference: Funding Opportunity Announcement Number
PS09-93702CONT10, Medical Monitoring Project (MMP)
CFDA Number 93.944

Dear Recipient:

We are soliciting your Interim Progress Report for the upcoming budget period. The budget period for which you will apply is **June 1, 2010 through May 31, 2011**. Grantees are required to submit their Interim Progress Reports through the grants.gov system.

If you have not done so already, please register with www.Grants.gov by visiting the "Getting Started" section of the website. The registration process could take 3-5 business days to complete, so please register with www.Grants.gov at least 20 business days prior to submitting your application. For registered entities, www.Grants.gov will save time by automatically populating many of the fields in future application forms.

Obtaining the application package from www.Grants.gov involves five steps:

- (1) Select the "Apply for Grants" tab in the left column on the home page, then select "Apply Step 1: Download a Grant Application Package and Application Instructions".
- (2) In the appropriate section, enter Funding Opportunity Announcement Number "PS09-93702CONT10".
- (3) Select the "Download Package" button.
- (4) Select "Download" from the "Instructions & Application" column on the far-right side of the page.
- (5) In this 2 step process (1) select "Download Application Instructions," (2) select "Download Application Package," then save to your computer.

After you have downloaded the application package, you can complete offline. Once downloaded to your computer, remember to save your application to your computer, as changes are NOT automatically saved on www.Grants.gov. When you have completed the application package, select the "Check Package for Error" button prior to submitting it. Also, the application package cannot be submitted until all required fields have been completed.

Follow the instructions provided on www.Grants.gov for preparing and submitting your interim progress report. Interim progress reports must be submitted no later than March 15, 2010. Please note that failure to provide your award number on SF 424S Block #5 in accordance with the instructions could cause delay in processing your interim progress report.

Availability of Funds

Please prepare your proposed budget for the 02 year continuation award in the amount of \$401,770 (direct and indirect costs); your application budget should be based on this amount, including the effect of any estimated un-obligated balance of funds.

If you encounter any difficulties submitting your application through www.Grants.gov, please contact CDC's Technical Information Management Section at (770) 488-2700 prior to the submission deadline. If you need further information regarding the application process, please contact Merlin J. Williams, Grants Management Officer at (770) 488-2851 or your assigned Grants Management Specialist, Kang Lee at (770) 488-2834. For programmatic information, please contact Rita Morgan at (404) 639-1930.

Sincerely,



Merlin J. Williams
Grants Management Officer
Acquisition and Assistance Branch
Procurement and Grants Office

