

File No. 200299

Committee Item No. 4

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

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 22, 2020

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Linda Wong

Date April 18, 2020

Completed by: Linda Wong

Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - California Department of Public Health - California  
2 Injury and Violence Prevention Branch Overdose Data to Action - Academic Detailing -  
3 \$900,000]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**  
5 **expend a grant in the amount of \$900,000 from the California Department of Public**  
6 **Health, a recipient of the grant award from the Centers for Disease Control and**  
7 **Prevention, for participation in a program, entitled “California Injury and Violence**  
8 **Prevention Branch Overdose Data to Action - Academic Detailing,” for the period of**  
9 **January 1, 2020, through August 31, 2022.**

10  
11 WHEREAS, The California Department of Public Health (CDPH) is the recipient of a  
12 grant award from the Centers for Disease Control and Prevention (CDC) for participation in a  
13 program, entitled “California Injury and Violence Prevention Branch Overdose Data to Action –  
14 Academic Detailing”; and

15 WHEREAS, With a portion of these funds, CDPH has subcontracted with San  
16 Francisco Department of Public Health (DPH) in the amount of \$900,000 for the period of  
17 January 1, 2020, through August 31, 2022; and

18 WHEREAS, The purpose of the grant is to reduce drug-overdose deaths by conducting  
19 public education and community outreach, expanding medication assisted treatment efforts,  
20 and utilizing opioid data to inform actions and interventions at the local level; and

21 WHEREAS, DPH, in collaboration with CDPH, will be implementing Academic  
22 Detailing, an innovative method of educational outreach to encourage providers to improve  
23 opioid prescribing behavior and integrate opioid safety into routine care; and

1           WHEREAS, Through one-on-one visits, health care professionals (Academic Detailers)  
2 share the latest scientific evidence, using well-produced materials and setting accountable  
3 behavioral changes with the goal of improving outcomes; and

4           WHEREAS, The implementation of Academic Detailing will target health plans and  
5 payer systems throughout California to aid with opioid stewardship, and Academic Detailing  
6 policies and procedures system wide; and

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

8           WHEREAS, A request for retroactive approval is being sought because DPH received  
9 the full award agreement on December 18, 2019, for a project start date of January 1, 2020;  
10 and

11           WHEREAS, The grant budget includes a provision for indirect costs in the amount of  
12 \$9,761; now, therefore, be it

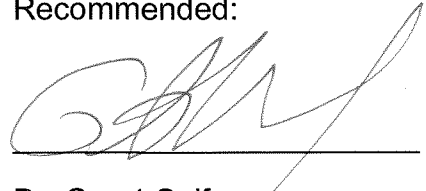
13           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
14 in the amount of \$900,000 from CDPH; and, be it

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

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

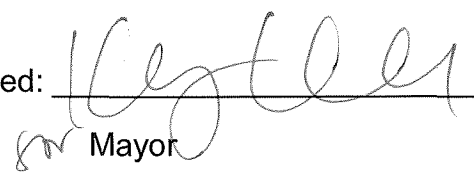
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Recommended:

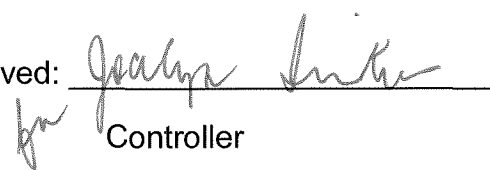


Dr. Grant Colfax  
Director of Health

Approved:

  
for Mayor

Approved:

  
for 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: California Injury and Violence Prevention Branch Overdose Data to Action – Academic Detailing

2. Department: Department of Public Health  
Center for Public Health Research (CHPR)

3. Contact Person: Philip Coffin Telephone: 415-437-6282

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$900,000 in the 3-year project period  
(Year 1 = \$300,000; Year 2 = \$300,000; Year 3 = \$300,000)

6a. Matching Funds Required: \$0

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

7a. Grant Source Agency: Center for Disease Control (CDC)

b. Grant Pass-Through Agency (if applicable): California Dept of Public Health (CDPH)

8. Proposed Grant Project Summary: the purpose of the Grant is to reduce drug-overdose deaths by conducting public education and community outreach, expanding medication assisted treatment efforts, and utilizing opioid data to inform actions and interventions at the local level. Grantee will implement Academic Detailing, an innovative method of educational outreach, encourages providers to improve opioid prescribing behavior and integrate opioid safety into routine care. Through one-on-one visits, health care professionals (Academic Detailers) share the latest scientific evidence, using well-produced materials and setting accountable behavioral changes with the goal of improving outcomes. San Francisco Department of Public Health, in collaboration with the California Department of Public Health, will be implementing Academic Detailing, targeting health plans and payer systems throughout California to implement opioid stewardship and Academic Detailing policies and procedures plan/system wide. Detailers convene for a 1.5 day train-the-trainer training including interactive lectures on (1) academic detailing (e.g.history/evidence for AD, logistics of conducting AD, and theories of behavior change), and (2) opioid stewardship curriculum (e.g. managing chronic pain and opioid use disorder and managing difficult conversations). Trainees practice detailing through interactive demonstrations in large and small group settings and through a videotaped mock session with an expert that they receive for review. SFDPH will also provide ongoing technical assistance (TA) to detailers through a new multi-component learning collaborative, including a structured virtual space for detailers to access TA from SFDPH experts, share implementation experiences with each other, and access up-to-date evidence based scientific literature.

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

Approved Year one project: Start-Date: 01/01/2020 End-Date: 08/31/2020  
Full project period: Start-Date: 01/01/2020 End-Date: 08/31/2022

10a. Amount budgeted for contractual services: \$271,989 in Year 1  
\$271,989 each year for 3 years; \$815,967 in the 3-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? On-going

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

b1. If yes, how much? \$3,254 Year 1; \$3,254 each year for 3 years; \$9,761 3yr project period

b2. How was the amount calculated? 25% of total personnel cost

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? n/a

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to January 01, 2020.  
The Department received the full award agreement on December 18, 2019.

This grant does not require an ASO amendment and partially reimburses the Department for one position:

No.	Class	Job Title	FTE	Start Date	End Date
1	2232	Senior Physician Specialist	0.075	01/01/2020	08/31/2020
1	2232	Senior Physician Specialist	0.05	09/01/2020	08/31/2021
1	2232	Senior Physician Specialist	0.05	09/01/2021	08/31/2022

Department ID: 162646

Project ID: 10035903

Activity ID: 0001

Proposal ID: CTR00001749

Version ID: V101

**\*\*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):

- Existing Site(s)     Existing Structure(s)     Existing Program(s) or Service(s)  
 Rehabilitated Site(s)     Rehabilitated Structure(s)     New Program(s) or Service(s)  
 New Site(s)     New Structure(s)

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

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

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


Comments:

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

Toni Rucker, PhD  
(Name)

DPH ADA Coordinator  
(Title)

Date Reviewed: 02-05-20


  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 2/7/2020

  
(Signature Required)

**Exhibit B Attachment I**

		Year (1)				Year (2)				Year (3)				
<b>Personnel:</b> Internal staff positions. Complete columns Monthly Salary, Months, and %FTE. Budget amount will auto calculate														
Position Title	Workplan Reference	Monthly Salary	Months	% FTE	Budget	Monthly Salary	Months	% FTE	Budget	Monthly Salary	Months	% FTE	Budget	Total
Medical Director/ Principal Investigator		\$15,950.00	12	5.0%	\$9,570	\$15,950.00	12	5.0%	\$9,570	\$15,950.00	12	5%	\$9,570	\$28,710
					\$0	\$0.00			\$0	\$0.00			\$0	\$0
					\$0	\$0.00			\$0	\$0.00			\$0	\$0
<b>Total Salaries and Wages</b>					<b>\$9,570</b>			<b>\$9,570</b>				<b>\$9,570</b>	<b>\$28,710</b>	
<b>Fringe Benefits:</b> Benefit percentage. Budget amount will auto calculate, (Total Salaries and Wages * Percentage).														
Fringe Benefit Rate	Percentage	36.00%	\$3,445	Percentage	36.00%	\$3,445	Percentage	36.00%	\$3,445	Percentage	36.00%	\$3,445	\$10,336	
<b>Total Personnel and Fringe Benefits</b>					<b>\$13,015</b>			<b>\$13,015</b>				<b>\$13,015</b>	<b>\$39,046</b>	
<b>Operating Expenses:</b> Expenses pertaining to the cost of business. (Supplies, Communications, Printing/Copying, Materials, Travel: In-State, Travel: Out-of-State, etc.) If Rent is listed, provide total square foot x cost per square foot.														
	Workplan Reference	Budget			Budget				Budget				Budget	
Rent		\$11,400			\$11,400				\$11,400				\$11,400	\$34,200
Telephone/Com		\$342			\$342				\$342				\$342	\$1,026
		\$0			\$0				\$0				\$0	\$0
		\$0			\$0				\$0				\$0	\$0
		\$0			\$0				\$0				\$0	\$0
<b>Total Operating Expenses</b>					<b>\$11,742</b>			<b>\$11,742</b>				<b>\$11,742</b>	<b>\$35,226</b>	
<b>Other Costs (Subcontracts):</b> Provide subcontract names and a short description of work. <i>Include Workplan Reference.</i>														
	Workplan Reference	Budget			Budget				Budget				Budget	
PHFE dba Heluna Health		\$271,989			\$271,989				\$271,989				\$271,989	\$815,967
		\$0			\$0				\$0				\$0	\$0
		\$0			\$0				\$0				\$0	\$0
		\$0			\$0				\$0				\$0	\$0
<b>Total Other Costs</b>					<b>\$271,989</b>			<b>\$271,989</b>				<b>\$271,989</b>	<b>\$815,967</b>	
<b>Total Direct Costs</b>					<b>\$296,746</b>			<b>\$296,746</b>				<b>\$296,746</b>	<b>\$890,239</b>	
<b>Indirect Costs</b>														
Total Indirect Costs	Percentage	25.00%	\$3,254	Percentage	25.00%	\$3,254	Percentage	25.00%	\$3,254	Percentage	25.00%	\$3,254	\$9,761	
(Provide how Indirect Costs are calculated)														
<b>Total Costs</b>					<b>\$300,000</b>			<b>\$300,000</b>				<b>\$300,000</b>	<b>\$900,000</b>	



Dept / Div:  
Fund Group:  
Index Code:  
Grant Code:  
Grant Detail:

CATEGORY/LINE ITEM				Current Annual Salary	Proposed Annual Salary	Annual Frin Ben %	36.000000% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
3% 3% salary increase projected to be effective 7/1/19														
<b>A. PERSONNEL</b>														
1.	Medical Director/PI	Phillip	Coffin	189,600	191,400	36.00%	68,904	260,304	7.5%	15,950	8	9,570	3,445	13,015
2.														
<b>TOTAL SALARY/FRINGE</b>				<b>189,600</b>	<b>191,400</b>		<b>68,904</b>	<b>260,304</b>	<b>0.075</b>			<b>9,570</b>	<b>3,445</b>	<b>13,015</b>
								FTE City and PHFE	2.668			36.00%		
<b>00101 SALARIES</b>														9,570
<b>00103 FRNG BN</b>														3,445
<b>SUB TOTAL</b>														<b>13,015</b>
<b>C. CONSULTANT</b>														
1.														
2.														
<b>Sub Total CONSULTANT</b>														<b>0</b>
<b>D. EQUIPMENT</b>														
1.	Computers/Servers (06061)													
<b>Sub Total EQUIPMENT</b>														<b>0</b>
<b>E. MATERIALS AND SUPPLIES</b>														
1.	Office supplies (04951)													
2.	Desktop computers for new staff													
3.	Travel Laptop Computers													
4.	Travel LCD Projector													
5.	Recording equipment for online modules													
6.	Video Camera													
7.	Teleconference phones													
<b>Sub Total SUPPLIES</b>														<b>0</b>
<b>F. TRAVEL</b>														
1.	Local Travel (02301)													
2.	Out-of-Jurisdiction Travel (02101)													
<b>Sub Total TRAVEL</b>														<b>0</b>
<b>G. OTHER</b>														
1.	Rent support/mtg fac (081RR/03011)													
2.	Telephone/Com (03241)													
3.	Postage (03561)													
4.	Delivery/Courier srvc (03521)													
5.	Reproduction/Photocopy													
a.	Photocopier leasing (03131)													
b.	Photocopier maint (02931)													
c.	Repro srvc (In House)(081PR)													
6.	Print/Slide srvc (Outside)(03552)													
7.	Subscriptions (03571)													
8.	Interpretation (02799)													
9.	Staff training (02201)													
10.	Membership (02401)													
11.	Stipend (02783)													
12.	Other Fees/NDI Match (02699)													
13.	Other Fees/IRB Review (02799)													
14.	Other current exp (03599)													
15.	Office Equipment Maintenance (02900)													
<b>Sub Total OTHER</b>														<b>11,742</b>
<b>H. CONTRACTUAL SERVICES (02789)</b>														
1.	Public Health Foundation													
<b>Sub Total CONTRACTS</b>														<b>271,989</b>
<b>TOTAL DIRECT COST</b>														<b>283,731</b>
								FTE =	2.668					
<b>A. SALARIES</b>														9,570
<b>B. MANDATORY FRINGE</b>														3,445
<b>C. TRAVEL</b>														0
<b>D. EQUIPMENT</b>														0
<b>E. MATERIALS AND SUPPLIES</b>														0
<b>F. CONTRACT / MOU</b>														271,989
<b>G. OTHER</b>														11,742
<b>DIRECT COSTS</b>														296,746
<b>H. INDIRECT COST (25% of total salaries and fringes)</b>														3,254
<b>TOTAL BUDGET</b>														<b>300,000</b>
<b>AWARD</b>														
<b>SURPL/(DEFICIT)</b>														

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

POPULATION HEALTH DIVISION  
Sep 1, 2020 - Aug 31, 2021

Dept / Div:  
Fund Group:  
Index Code:  
Grant Code:  
Grant Detail:

CATEGORY/LINE ITEM				Current Annual Salary	Proposed Annual Salary	Annual Frin Ben %	36.00% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
3% 3% salary increase projected to be effective 7/1/19														
A.	PERSONNEL													
1.	Medical Director/PI													
		Phillip	Coffin	189,600	191,400	36%	68,904	260,304	5.0%	15,950	12	9,570	3,445	13,015
2.														

TOTAL SALARY/FRINGE 189,600 191,400 68,904 260,304 0.050 9,570 3,445 13,015  
FTE City and PHFE 1.900 36.00%

00101 SALARIES 9,570  
00103 FRNG BN 3,445

B. SUB TOTAL 13,015

C. CONSULTANT

1.  
2.  
Sub Total CONSULTANT 0

D. EQUIPMENT

1. Computers/Servers (06061)  
Sub Total EQUIPMENT 0

E. MATERIALS AND SUPPLIES

1. Office supplies (04951)
2. Desktop computers for new staff
3. Travel Laptop Computers
4. Travel LCD Projector
5. Recording equipment for online modules
6. Video Camera
7. Teleconference phones

Sub Total SUPPLIES 0

F. TRAVEL

1. Local Travel (02301)
2. Out-of-Jurisdiction Travel (02101)

Sub Total TRAVEL 0

G. OTHER

1. Rent support/mtg fac (081RR/03011)
2. Telephone/Com (03241)
3. Postage (03561)
4. Delivery/Courier svcs (03521)
5. Reproduction/Photocopy
  - a. Photocopier leasing (03131)
  - b. Photocopier maint (02931)
  - c. Repro svcs (In House)(081PR)
6. Print/Slide svcs (Outside)(03552)
7. Subscriptions (03571)
8. Interpretation (02799)
9. Staff training (02201)
10. Membership (02401)
11. Stipend (02783)
12. Other Fees/NDI Match (02699)
13. Other Fees/IRB Review (02799)
14. Other current exp (03599)
15. Office Equipment Maintenance (02900)

Sub Total OTHER 11,742

H. CONTRACTUAL SERVICES (02789)

1. Public Health Foundation

Sub Total CONTRACTS 271,989  
TOTAL DIRECT COST 283,731

FTE = 1.900

A. SALARIES 9,570

B. MANDATORY FRINGE 3,445

C. TRAVEL 0

D. EQUIPMENT 0

E. MATERIALS AND SUPPLIES 0

F. CONTRACT / MOU 271,989

G. OTHER 11,742

DIRECT COSTS 295,746

H. INDIRECT COST (25% of total salaries and fringes) 3,254

TOTAL BUDGET 300,000

AWARD 300,000

SURPL/(DEFICIT)

aiming for 300,000



Principal Investigator/Program Director (Last, first, middle):

Coffin

DETAILED BUDGET FOR INITIAL BUDGET PERIOD				DIRECT COSTS ONLY				FROM	THROUGH
								1-Jan-20	31-Aug-20
PERSONNEL (Applicant organization only)				DOLLAR AMOUNT REQUESTED (omit cents)					
NAME	ROLE ON PROJECT	TYPE APPT. (months)	% EFFORT ON PROJ.	INST. BASE SALARY	SALARY REQUESTED	Fringe Rate	FRINGE BENEFITS	TOTALS	
Rebecca Martinez	Clinician	8	0.65	\$131,794	\$57,111	37.18%	\$21,234	\$78,344.59	
Emily Behar	Project Director	8	0.75	\$100,900	\$50,450	37.18%	\$18,757	\$69,207.31	
TBD	Program Assistant	8	1.00	\$45,448	\$30,299	37.18%	\$11,265	\$41,563.71	
Margarita Martin	Project Manager	8	0.19	\$78,636	\$10,143	37.18%	\$3,771	\$13,914.45	
<b>SUBTOTALS</b>				FTE Total 2.593			<b>\$55,027</b>	<b>\$203,030.06</b>	
<b>CONSULTANT COSTS</b>									
\$0.00									
<b>EQUIPMENT (Itemize)</b>									
\$0.00									
<b>SUPPLIES (Itemize by category)</b>									
Office Supplies		\$2,840							
It Supplies		\$2,200							
\$5,040.00									
<b>TRAVEL</b>									
Airfare	Lodging	Night	day	Per Diem	Ground Tran:	trips			
	400	220	2	3 76	\$100	4			
Car Rental	Lodging	Nights	Day	Per Diem	Gas	Trips			
	210	220	2	3 76	100	2		\$6,628.00	
<b>OTHER EXPENSES (Itemize by category)</b>									
Design and Printing		\$20,000							
Training		\$500							
Courier		\$500							
Experts		\$5,000							
\$26,000.00									
<b>CONSORTIUM/CONTRACTUAL</b>									
Total Over 25K									
<b>TOTAL DIRECT COSTS FOR NEXT BUDGET PERIOD</b>								<b>\$240,698.06</b>	
<b>Modified Direct Costs</b>									
<b>Indirect Cost</b>								\$31,291.00	
<b>TOTA COSTS YEAR</b>								<b>\$271,989.06</b>	

Principal Investigator/Program Director (Last, first, middle):

Coffin

DETAILED BUDGET FOR INITIAL BUDGET PERIOD		DIRECT COSTS ONLY		FROM	THROUGH			
				1-Sep-20	31-Aug-21			
PERSONNEL (Applicant organization only)		TYPE APPT. (months)	% EFFORT ON PROJ.	INST. BASE SALARY	DOLLAR AMOUNT REQUESTED (omit cents)			
NAME	ROLE ON PROJECT				SALARY REQUESTED	Fringe Rate	FRINGE BENEFITS	TOTALS
Rebecca Martinez	Clinician	12	0.40	\$131,794	\$52,718	37.18%	\$19,600	\$72,318
Emily Behar	Project Director	12	0.50	\$100,900	\$50,450	37.18%	\$18,757	\$69,207
TBD	Program Assistant	12	0.90	\$45,448	\$40,903	37.18%	\$15,208	\$56,111
Margarita Martin	Project Manager	12	0.05	\$78,636	\$3,932	37.18%	\$1,462	\$5,394
<b>SUBTOTALS</b>		FTE Total 1.85			<b>\$148,003</b>		<b>\$55,027</b>	<b>\$203,030</b>
<b>CONSULTANT COSTS</b>								\$0
<b>EQUIPMENT (Itemize)</b>								\$0
<b>SUPPLIES (Itemize by category)</b>								
Office Supplies	\$2,840							
It Supplies	\$2,200							
								\$5,040
<b>TRAVEL</b>								
Airfare	Lodging	Night	day	Per Diem	Ground Trans	trips		
	400	220	2	3 76	\$100		4	
Car Rental	Lodging	Nights	Day	Per Diem	Gas	Trips		
	210	220	2	3 76	100		2	\$6,628
<b>OTHER EXPENSES (Itemize by category)</b>								
Design and Printing	\$20,000							
Training	\$500							
Courier	\$500							
Experts	\$5,000							
								\$26,000
<b>CONSORTIUM/CONTRACTUAL</b>								
Total Over 25K								
<b>TOTAL DIRECT COSTS FOR NEXT BUDGET PERIOD</b>								<b>\$240,698</b>
<b>Modified Direct Costs</b>								
<b>Indirect Cost</b>								\$31,291
<b>TOTA COSTS YEAR</b>								<b>\$271,989</b>

Principal Investigator/Program Director (Last, first, middle):

Coffin

DETAILED BUDGET FOR INITIAL BUDGET PERIOD				DIRECT COSTS ONLY				FROM	THROUGH
								1-Sep-21	31-Aug-22
PERSONNEL (Applicant organization only)				DOLLAR AMOUNT REQUESTED (omit cents)					
NAME	ROLE ON PROJECT	TYPE APPT. (months)	% EFFORT ON PROJ.	INST. BASE SALARY	SALARY REQUESTED	Fringe Rate	FRINGE BENEFITS	TOTALS	
Rebecca Martinez	Clinician	12	0.40	\$131,794	\$52,718	37.18%	\$19,600	\$72,318	
Emily Behar	Project Director	12	0.50	\$100,900	\$50,450	37.18%	\$18,757	\$69,207	
TBD	Program Assistant	12	0.90	\$45,448	\$40,903	37.18%	\$15,208	\$56,111	
Margarita Martin	Project Manager	12	0.05	\$78,636	\$3,932	37.18%	\$1,462	\$5,394	
<b>SUBTOTALS</b>		FTE Total 1.85			<b>\$148,003</b>		<b>\$55,027</b>	<b>\$203,030</b>	
<b>CONSULTANT COSTS</b>									
\$0									
<b>EQUIPMENT (Itemize)</b>									
\$0									
<b>SUPPLIES (Itemize by category)</b>									
Office Supplies	\$2,840								
It Supplies	\$2,200								
\$5,040									
<b>TRAVEL</b>									
Airfare	Lodging	Night	day	Per Diem	Ground Trans: trips				
	400	220	2	3 76	\$100	4			
Car Rental	Lodging	Nights	Day	Per Diem	Gas	Trips			
	210	220	2	3 76	100	2		\$6,628	
<b>OTHER EXPENSES (Itemize by category)</b>									
Design and Printing	\$20,000								
Training	\$500								
Courier	\$500								
Experts	\$5,000								
\$26,000									
<b>CONSORTIUM/CONTRACTUAL</b>									
Total Over 25K									
<b>TOTAL DIRECT COSTS FOR NEXT BUDGET PERIOD</b>								<b>\$240,698</b>	
<b>Modified Direct Costs</b>									
<b>Indirect Cost</b>								<b>\$31,291</b>	
<b>TOTA COSTS YEAR</b>								<b>\$271,989</b>	

**San Francisco Department of Public Health**  
Substance Use Research Unit, Population Health Division  
OD2A grant: Core Academic Detailing project

**Period of Performance: 01/01/2020 – 08/31/2020**

A.	Salaries and Wages	\$9,570
B.	Mandatory Fringe	\$3,445
C.	Consultant Costs	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Travel	\$0
G.	Other Expenses	\$11,742
H.	Contractual	\$271,989
I.	Total Direct Costs	\$296,746
J.	Indirect Costs (25% of Total Salaries)	\$3,254
	<b>TOTAL BUDGET</b>	<b>\$300,000</b>

**A. SALARIES AND WAGES****\$9,570****Salaries and Wages: City and County of San Francisco Personnel**

<b>Position Title and Name</b>	<b>Annual</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Principal Investigator/Medical Director Phillip Coffin, MD	\$191,400	7.5%	8 months	\$9,570

Job Description: Principal Investigator/Medical Director (Phillip Coffin) – Dr. Coffin is Director of Substance Use Research at the San Francisco Dept. of Public Health (SFDPH). He is a board-certified internist, infectious disease specialist, and addiction medicine specialist, with expertise in clinical trials of pharmacologic and behavioral interventions for substance use, HIV, HCV, and overdose, as well as epidemiologic and observational studies of substance use. In that role, Dr. Coffin will work with the Project Director to oversee successful completion of all activities related to this grant. Specifically, he will provide support on the development of educational materials, particularly pertaining to clinical elements. He will attend the train-the-trainer courses as a leading expert in the field and present CIAO’s opioid stewardship content. Dr. Coffin will also support the Project Director in providing technical assistance to detailers and health plans throughout the project.

**B. FRINGE BENEFITS****\$3,445**

36% of Total salaries = \$3,445

**C. CONSULTANT COSTS****\$0****D. EQUIPMENT****\$0****E. MATERIALS AND SUPPLIES****\$0****F. TRAVEL****\$0****G. OTHER****\$11,742**

<b>Item</b>	<b>Rate</b>	<b>Cost</b>
Office Rent	\$2/sq.ft./month x 267 sq.ft./FTE x 2.67 FTE x 8 months	\$11,400
Telephone/Communication	Average monthly cost \$16/FTE/month x 2.67 FTE x 8 months	\$342

Office Rent: Office rent covers expenses of office space rental and maintenance for all FTE included in the budget. Calculations are based on the number of FTE from the City



and County of San Francisco (SFDPH) as well as the FTE from fiscal sponsor contract with Heluna Health.

Telephone/Communication: Funds cover expenses for all means necessary to communicate with contractors, partners, health departments, and grantors, including local and long distance telephone calls, fax usage, Internet, voicemail and replacement/maintenance of phones for program staff and administrative staff. Calculations are based on the number of FTE from the City and County of San Francisco (SFDPH) as well as the FTE from fiscal sponsor contract with Heluna Health.

**F. CONTRACTUAL**

**\$271,989**

<b>Contractor Name (see below for details)</b>	<b>Total Funding</b>
Heluna Health	\$271,989

1. Name of Contractor: **Heluna Health**

Itemized budget and justification:

a. Salaries and Wages

**\$148,003**

<b>Position Title and Name</b>	<b>Annual</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Clinician J. Walker	\$131,794	65%	8 months	\$57,111
Project Director E. Behar	\$100,900	75%	8 months	\$50,450
Program Assistant TBD	\$45,448	100%	8 months	\$30,299
Project Manager M. Martin	\$78,636	19%	8 months	\$10,143

Job Description: Clinician (J. Walker) – Mr. Walker is a board-certified nurse practitioner and lead clinician for this study. He currently serves as clinician for our pharmacological trials and is well-versed in the conduct of rigorous clinical trial assessments and reporting requirements. Mr. Walker will support the team in developing clinically-sound content during the educational materials design phase. Mr. Walker will work with the Project and Medical Directors to provide technical assistance to detailers and health plans as needed throughout the project.

Job Description: Project Director (E. Behar) – Ms. Behar will be responsible for overseeing the execution of the project. Ms. Behar will serve as the project lead, including liaising with the prime grant recipients and supporting agencies such as the National Resource Center for Academic Detailing (NaRCAD), graphic designer(s), and

printing vendors. She will lead process identifying and training detailers at each site, selecting providers at each of the sites, developing educational materials, and providing technical assistance to detailers and health plans throughout the project. She will travel to each sites to provide on-site training and technical assistance as needed. She will meet weekly with Dr. Coffin, the Medical Director, to review progress and adjust the project as necessary. She will oversee the production of reporting documents.

Job Description: Program Assistant (TBD) – The Program Assistant will provide ongoing support for this project, including coordination of local team meetings, on-going conference calls and in person study meetings between study staff and scientific colleagues. He/She will also assist with the administrative planning of the train-the-trainer courses for detailers at identified health plans e.g. organizing conference space and travel plans. In addition, he/she will conduct literature searches, prepare study presentations, prepare and submit IRB and DSMB reports and edit reporting documents and final manuscripts.

Job Description: Project Manager (M. Martin) – Ms. Martin will monitor the budget, establish contracts in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities. These reports will be used to make staffing, space, and other logistically based decisions to ensure capacity, and to meet program requirements. Ms. Martin will collaborate with PHFE and SFDPH (Accounts Payable, Payroll, Human Resources, and Fiscal) on a regular basis to facilitate project activities.

- b. Fringe Benefits \$55,027  
37.18% of total salaries
- c. Consultant Pool Costs \$0
- d. Equipment \$0
- e. Materials and Supplies \$5,040

Item	Rate	Cost
Office Supplies	~\$118.38/month/FTE x 2.59 FTE x 8 months = \$2,840	\$5,040
IT Supplies	\$2,200	

Office Supplies: This line item includes general office supplies required for daily work for PHFE staff including, but not limited to pens, paper and files. In addition, this includes project materials and supplies for meetings/conferences conducted by the

Academic Detailing project. This includes, but is not limited to, paper, pens and handouts.

IT Supplies: IT Supplies include but not limited to 1 desktop computers, including all appropriate software.

f. Travel \$6,628

Meeting		Rate	Cost
Project Director trips	Airfare	\$650 x 1 traveler x 4 trips = \$2,600	\$6,628
	Lodging	\$220 per night x 3 nights x 1 traveler x 4 trips = \$2,640	
	Per diem	\$61.75 per day x 4 days x 1 traveler x 4 trips = \$988	
	Transportation	\$100/traveler x 1 traveler x 4 trips = \$400	

Meeting: Costs associated with Project Director's travels for academic train-the-trainer courses and detailing site visits to be conducted with academic detailers in their local setting. We estimate a total of 4 trips: 3 trips for the train-the-training courses at 2 nights per trip; And 1 trip for on-site technical assistance, at 1 nights per trip. Costs will include travel expenses for these visits.

g. Other Expenses \$26,000

Item	Rate	Cost
Printing/Design	Approximately \$3,125/month x 8 months	\$25,000
Training	Approximately \$62.5/month x 8 months	\$500
Shipping	Approximately \$62.5/month x 8 months	\$500

Printing/Design: Designing of promotional materials for naloxone detailing.

Consultant: Amy Braddock

Hourly Rate: \$85/hour

Estimated 60 hours = \$5,100

Printing of promotional materials for naloxone detailing.

Estimated \$14,900 for printing costs

Materials include provider and patient brochures covering naloxone co-prescription, the Medical Board of California opioid prescribing guidelines (November 2014),

information on signing up and utilizing the Prescription Drug Monitoring Program, and packaging materials such as folders for the materials.

Training: Funds requested to pay for NARCAD training fees and CME accreditation fees.

Shipping: Funds for shipping of materials for meetings.

h. Contractual	\$0
i. Total Direct Costs (Heluna Health)	\$240,698
j. Total Indirect Costs (@ 13% of Modified Total Direct Costs)	\$31,291
Total Costs (Heluna Health)	\$271,989
<b>TOTAL DIRECT COSTS:</b>	<b>\$296,746</b>
H. <b>INDIRECT COSTS</b> (25% of total salaries and fringe)	\$3,254
<b>TOTAL BUDGET:</b>	<b>\$300,000</b>

**San Francisco Department of Public Health  
Substance Use Research Unit, Population Health Division  
OD2A grant: Core Academic Detailing project**

**Period of Performance: 09/01/2020 – 08/31/2021**

A.	Salaries and Wages	\$9,570
B.	Mandatory Fringe	\$3,445
C.	Consultant Costs	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Travel	\$0
G.	Other Expenses	\$11,742
H.	Contractual	\$271,989
I.	Total Direct Costs	\$296,746
J.	Indirect Costs (25% of Total Salaries)	\$3,254
	<b>TOTAL BUDGET</b>	<b>\$300,000</b>

**A. SALARIES AND WAGES****\$9,570**

Position Title and Name	Annual	Time	Months	Amount Requested
Principal Investigator/Medical Director Phillip Coffin, MD	\$191,400	5%	12 months	\$9,570

**Job Description:** Principal Investigator/Medical Director (Phillip Coffin) – Dr. Coffin is Director of Substance Use Research at the San Francisco Dept. of Public Health (SFDPH). He is a board-certified internist, infectious disease specialist, and addiction medicine specialist, with expertise in clinical trials of pharmacologic and behavioral interventions for substance use, HIV, HCV, and overdose, as well as epidemiologic and observational studies of substance use. In that role, Dr. Coffin will work with the Project Director to oversee successful completion of all activities related to this grant. Specifically, he will provide support on the development of educational materials, particularly pertaining to clinical elements. He will attend the train-the-trainer courses as a leading expert in the field and present CIAO's opioid stewardship content. Dr. Coffin will also support the Project Director in providing technical assistance to detailers and health plans throughout the project.

**B. FRINGE BENEFITS****\$3,445**

36% of Total salaries = \$3,445

**C. CONSULTANT COSTS****\$0****D. EQUIPMENT****\$0****E. MATERIALS AND SUPPLIES****\$0****F. TRAVEL****\$0****G. OTHER****\$11,742**

Item	Rate	Cost
Office Rent	\$2/sq.ft./month x 250 sq.ft/FTE x 1.9 FTE x12 months	\$11,400
Telephone/Communication	Average monthly cost \$15/FTE/month x 1.9 FTE x 12 months	\$342

**Office Rent:** Office rent covers expenses of office space rental and maintenance for all FTE included in the budget. Calculations are based on the number of FTE from the City and County of San Francisco (SFDPH) as well as the FTE from fiscal sponsor contract with Heluna Health.

Telephone/Communication: Funds cover expenses for all means necessary to communicate with contractors, partners, health departments, and grantors, including local and long distance telephone calls, fax usage, Internet, voicemail and replacement/maintenance of phones for program staff and administrative staff. Calculations are based on the number of FTE from the City and County of San Francisco (SFDPH) as well as the FTE from fiscal sponsor contract with Heluna Health.

**H. CONTRACTUAL**

**\$271,989**

<b>Contractor Name (see below for details)</b>	<b>Total Funding</b>
Heluna Health	\$271,989

1. Name of Contractor: **Heluna Health**

Itemized budget and justification:

a. Salaries and Wages

\$148,003

<b>Position Title and Name</b>	<b>Annual</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Clinician J. Walker	\$131,794	40%	12 months	\$52,718
Project Director E. Behar	\$100,900	50%	12 months	\$50,450
Program Assistant TBD	\$45,448	90%	12 months	\$40,903
Project Manager M. Martin	\$78,636	5%	12 months	\$3,932

Job Description: Clinician (J. Walker) – Mr. Walker is a board-certified nurse practitioner and lead clinician for this study. He currently serves as clinician for our pharmacological trials and is well-versed in the conduct of rigorous clinical trial assessments and reporting requirements. Mr. Walker will support the team in developing clinically-sound content during the educational materials design phase. Mr. Walker will work with the Project and Medical Directors to provide technical assistance to detailers and health plans as needed throughout the project.

Job Description: Project Director (E. Behar) – Ms. Behar will be responsible for overseeing the execution of the project. Ms. Behar will serve as the project lead, including liaising with the prime grant recipients and supporting agencies such as the National Resource Center for Academic Detailing (NaRCAD), graphic designer(s), and printing vendors. She will lead process identifying and training detailers at each site,

selecting providers at each of the sites, developing educational materials, and providing technical assistance to detailers and health plans throughout the project. She will travel to each sites to provide on-site training and technical assistance as needed. She will meet weekly with Dr. Coffin, the Medical Director, to review progress and adjust the project as necessary. She will oversee the production of reporting documents.

Job Description: Program Assistant (TBD) – The Program Assistant will provide ongoing support for this project, including coordination of local team meetings, on-going conference calls and in person study meetings between study staff and scientific colleagues. The Program Assistant will also assist with the administrative planning of the train-the-trainer courses for detailers at identified health plans e.g. organizing conference space and travel plans. In addition, he/she will conduct literature searches, prepare study presentations, prepare and submit IRB and DSMB reports and edit reporting documents and final manuscripts.

Job Description: Project Manager (M. Martin) – Ms. Martin will monitor the budget, establish contracts in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities. These reports will be used to make staffing, space, and other logistically based decisions to ensure capacity, and to meet program requirements. Ms. Martin will collaborate with PHFE and SFDPH (Accounts Payable, Payroll, Human Resources, and Fiscal) on a regular basis to facilitate project activities.

- b. Fringe Benefits \$55,027  
37.18% of total salaries
- c. Consultant Pool Costs \$0
- d. Equipment \$0
- e. Materials and Supplies \$5,040

Item	Rate	Cost
Office Supplies	~\$124.56/month/FTE x 1.9 FTE x 12 months = \$2,452	\$5,040
IT Supplies	\$2,200	

Office Supplies: This line item includes general office supplies required for daily work for PHFE staff including, but not limited to pens, paper and files. In addition, this includes project materials and supplies for meetings/conferences conducted by the Academic Detailing project. This includes, but is not limited to, paper, pens and handouts.



IT Supplies: IT Supplies include but not limited to 1 desktop computers, including all appropriate software.

f. Travel \$6,628

Meeting		Rate	Cost
Project Director trips	Airfare	\$650 x 1 traveler x 4 trips = \$2,600	\$6,628
	Lodging	\$220 per night x 3 nights x 1 traveler x 4 trips = \$2,640	
	Per diem	\$61.75 per day x 4 days x 1 traveler x 4 trips = \$988	
	Transportation	\$100/traveler x 1 traveler x 4 trips = \$400	

Meeting: Costs associated with Project Director’s travels for academic train-the-trainer courses and detailing site visits to be conducted with academic detailers in their local setting. We estimate a total of 4 trips: 3 trips for the train-the-training courses at 2 nights per trip; And 1 trip for on-site technical assistance, at 1 nights per trip. Costs will include travel expenses for these visits.

g. Other Expenses \$26,000

Item	Rate	Cost
Printing/Design	Approximately \$2,083.33/month x 12 months	\$25,000
Training	Approximately \$41.6/month x 12 months	\$500
Shipping	Approximately \$41.6/month x 12 months	\$500

Printing/Design: Designing of promotional materials for naloxone detailing.

Consultant: Amy Braddock

Hourly Rate: \$85/hour

Estimated 60 hours = \$5,100

Printing of promotional materials for naloxone detailing.

Estimated \$14,900 for printing costs

Materials include provider and patient brochures covering naloxone co-prescription, the Medical Board of California opioid prescribing guidelines (November 2014), information on signing up and utilizing the Prescription Drug Monitoring Program, and packaging materials such as folders for the materials.

Training: Funds requested to pay for NARCAD training fees and CME accreditation fees.

Shipping: Funds for shipping of materials for meetings.

h. Contractual	\$0
i. Total Direct Costs (Heluna Health)	\$240,698
j. Total Indirect Costs (@ 13% of Modified Total Direct Costs)	\$31,291
Total Costs (Heluna Health)	\$271,989
<b>TOTAL DIRECT COSTS:</b>	<b>\$296,746</b>
<b>J. INDIRECT COSTS (25% of total salaries and fringe)</b>	<b>\$3,254</b>
<b>TOTAL BUDGET:</b>	<b>\$300,000</b>

**San Francisco Department of Public Health**  
 Substance Use Research Unit, Population Health Division  
 OD2A grant: Core Academic Detailing project

**Period of Performance: 09/01/2021 – 08/31/2022**

A.	Salaries and Wages	\$9,570
B.	Mandatory Fringe	\$3,445
C.	Consultant Costs	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Travel	\$0
G.	Other Expenses	\$11,742
H.	Contractual	\$271,989
I.	Total Direct Costs	\$296,746
J.	Indirect Costs (25% of Total Salaries)	\$3,254
	<b>TOTAL BUDGET</b>	<b>\$300,000</b>

**A. SALARIES AND WAGES** **\$9,570**

**Salaries and Wages: City and County of San Francisco Personnel**

Position Title and Name	Annual	Time	Months	Amount Requested
Principal Investigator/Medical Director	\$191,400	5%	12 months	\$9,570

Phillip Coffin, MD				
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Job Description: Principal Investigator/Medical Director (Phillip Coffin) – Dr. Coffin is Director of Substance Use Research at the San Francisco Dept. of Public Health (SFDPH). He is a board-certified internist, infectious disease specialist, and addiction medicine specialist, with expertise in clinical trials of pharmacologic and behavioral interventions for substance use, HIV, HCV, and overdose, as well as epidemiologic and observational studies of substance use. In that role, Dr. Coffin will work with the Project Director to oversee successful completion of all activities related to this grant. Specifically, he will provide support on the development of educational materials, particularly pertaining to clinical elements. He will attend the train-the-trainer courses as a leading expert in the field and present CIAO’s opioid stewardship content. Dr. Coffin will also support the Project Director in providing technical assistance to detailers and health plans throughout the project.

<b>B. FRINGE BENEFITS</b>	<b>\$3,445</b>
36% of Total salaries = \$3,445	
<b>C. CONSULTANT COSTS</b>	<b>\$0</b>
<b>D. EQUIPMENT</b>	<b>\$0</b>
<b>E. MATERIALS AND SUPPLIES</b>	<b>\$0</b>
<b>F. TRAVEL</b>	<b>\$0</b>
<b>G. OTHER</b>	<b>\$11,742</b>

Item	Rate	Cost
Office Rent	\$2/sq.ft./month x 250 sq.ft/FTE x 1.9 FTE x12 months	\$11,400
Telephone/Communication	Average monthly cost \$15/FTE/month x 1.9 FTE x 12 months	\$342

Office Rent: Office rent covers expenses of office space rental and maintenance for all FTE included in the budget. Calculations are based on the number of FTE from the City and County of San Francisco (SFDPH) as well as the FTE from fiscal sponsor contract with Heluna Health.

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**H. CONTRACTUAL**

**\$271,989**

<b>Contractor Name (see below for details)</b>	<b>Total Funding</b>
Heluna Health	\$271,989

2. Name of Contractor: **Heluna Health**

Itemized budget and justification:

a. Salaries and Wages

**\$148,003**

<b>Position Title and Name</b>	<b>Annual</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Clinician J. Walker	\$131,794	40%	12 months	\$52,718
Project Director E. Behar	\$100,900	50%	12 months	\$50,450
Program Assistant TBD	\$45,448	90%	12 months	\$40,903
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Job Description: Clinician (J. Walker) – Mr. Walker is a board-certified nurse practitioner and lead clinician for this study. He currently serves as clinician for our pharmacological trials and is well-versed in the conduct of rigorous clinical trial assessments and reporting requirements. Mr. Walker will support the team in developing clinically-sound content during the educational materials design phase. Mr. Walker will work with the Project and Medical Directors to provide technical assistance to detailers and health plans as needed throughout the project.

Job Description: Project Director (E. Behar) – Ms. Behar will be responsible for overseeing the execution of the project. Ms. Behar will serve as the project lead, including liaising with the prime grant recipients and supporting agencies such as the National Resource Center for Academic Detailing (NaRCAD), graphic designer(s), and printing vendors. She will lead process identifying and training detailers at each site, selecting providers at each of the sites, developing educational materials, and providing technical assistance to detailers and health plans throughout the project. She will travel to each sites to provide on-site training and technical assistance as needed. She will meet weekly with Dr. Coffin, the Medical Director, to review progress and adjust the project as necessary. She will oversee the production of reporting documents.

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- b. Fringe Benefits \$55,027  
37.18% of total salaries
- c. Consultant Pool Costs \$0
- d. Equipment \$0
- e. Materials and Supplies \$5,040

Item	Rate	Cost
Office Supplies	~\$124.56/month/FTE x 1.9 FTE x 12 months = \$2,840	\$5,040
IT Supplies	\$2,200	

**Office Supplies:** This line item includes general office supplies required for daily work for PHFE staff including, but not limited to pens, paper and files. In addition, this includes project materials and supplies for meetings/conferences conducted by the Academic Detailing project. This includes, but is not limited to, paper, pens and handouts.

**IT Supplies:** IT Supplies include but not limited to 1 desktop computers, including all appropriate software.

- f. Travel \$6,586

Meeting			Rate	Cost
Project Director trips		Airfare	\$650 x 1 traveler x 4 trips = \$2,600	\$6,628
		Lodging	\$220 per night x 3 nights x 1 traveler x 4 trips = \$2,640	
		Per diem	\$61.75 per day x 4 days x 1 traveler x 4 trips = \$988	
		Transportation	\$100/traveler x 1 traveler x 4 trips = \$400	

Meeting: Costs associated with Project Director's travels for academic train-the-trainer courses and detailing site visits to be conducted with academic detailers in their local setting. We estimate a total of 4 trips: 3 trips for the train-the-training courses at 2 nights per trip; And 1 trip for on-site technical assistance, at 1 nights per trip. Costs will include travel expenses for these visits.

g. Other Expenses

\$26,000

Item	Rate	Cost
Printing/Design	Approximately \$2,083.33/month x 12 months	\$25,000
Training	Approximately \$41.67/month x 12 months	\$500
Shipping	Approximately \$41.67/month x 12 months	\$500

Printing/Design: Designing of promotional materials for naloxone detailing.

Consultant: Amy Braddock

Hourly Rate: \$85/hour

Estimated 60 hours = \$5,100

Printing of promotional materials for naloxone detailing.

Estimated \$14,900 for printing costs

Materials include provider and patient brochures covering naloxone co-prescription, the Medical Board of California opioid prescribing guidelines (November 2014), information on signing up and utilizing the Prescription Drug Monitoring Program, and packaging materials such as folders for the materials.

Training: Funds requested to pay for NARCAD training fees and CME certification fees.

Shipping: Funds for shipping of materials for meetings.

h. Contractual	\$0
i. Total Direct Costs (Heluna Health)	\$240,698
j. Total Indirect Costs (@ 13% of Modified Total Direct Costs)	\$31,291
Total Costs (Heluna Health)	\$271,989
<b>TOTAL DIRECT COSTS:</b>	<b>\$296,746</b>
<b>J. INDIRECT COSTS (25% of total salaries and fringe)</b>	<b>\$3,254</b>
<b>TOTAL BUDGET:</b>	<b>\$300,000</b>



**CALIFORNIA INJURY AND VIOLENCE PREVENTION BRANCH  
OVERDOSE DATA TO ACTION**

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**City and County of San Francisco, hereinafter “Grantee”**

**Implementing the project, “Overdose Data to Action,” hereinafter “Project”**

**GRANT AGREEMENT NUMBER 19-10807**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under Health and Safety Code Sections 131085 and 104325-104330 and terms of the Department Federal Grant number 1NU17CE925000; CFDA 93.136 from the Centers for Disease Control and Prevention.

**PURPOSE:** The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to reduce drug-overdose deaths by conducting public education and community outreach, expanding medication assisted treatment efforts, and utilizing opioid data to inform actions and interventions at the local level. Grantee will implement Academic Detailing as specified in Exhibit A, which is hereby incorporated.

**GRANT AMOUNT:** The maximum amount payable under this Grant shall not exceed Nine Hundred Thousand Dollars. (\$900,000.00) .

**TERM OF GRANT AGREEMENT:** The term of the Grant shall begin on 1/01/2020, or upon approval of this grant, and terminates on 08/31/22. No funds may be requested or invoiced for services performed or costs incurred after 08/31/22.

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	Grantee: City and County of San Francisco
Name: Elizabeth Jones Grant Manager	Name: Phillip Coffin Director of Substance Use Research
Address: P.O. Box 997377, MS 7214	Address: 25 Van Ness Avenue, 5 <sup>th</sup> Floor
City, ZIP: Sacramento, CA 95899-7377	City, ZIP: San Francisco, CA 94102-6012
Phone: (916) 552-9822	Phone: (415) 437-6282
Fax: (916) 552-9810	Fax: (415) 431-4039
E-mail: Elizabeth.Jones@cdph.ca.gov	E-mail: Phillip.coffin@sfdph.org

Direct all inquiries to:

<b>California Department of Public Health, Injury and Violence Prevention Branch</b>	<b>Grantee: City and County of San Francisco</b>
Attention: Cindy Ridge	Attention: Sajid Shaikh
Address: P.O. Box 997377, MS 7214	Address: 1380 Howard St., Suite 403B
City, Zip: Sacramento, CA 95899-7377	City, Zip: San Francisco, CA 94103-2614
Phone: (916) 322-8412	Phone: (415) 255-3512
Fax: (916) 552-9810	Fax: ( )
E-mail: Cindy.Ridge@cdph.ca.gov	E-mail: Sajid.shaikh@sfdpb.org

All payments from CDPH to the Grantee; shall be sent to the following address: [Note: Remittance Address must conform with the new FISCAL system information in order to avoid payment delays]

<b>Remittance Address</b>
<b>Grantee: City and County of San Francisco</b>
Attention: Sajid Shaikh
Address: 1380 Howard St., 4 <sup>th</sup> Floor Accounting
City, Zip: San Francisco, CA 94103-2614
Phone: (415) 255-3512
Fax: ( )
E-mail: Sajid.shaikh@sfdph.org

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party. Said changes shall not require an amendment to the agreement. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form which can be requested through the CDPH Project Representatives for processing.

**STANDARD PROVISIONS.** The following exhibits are attached and made a part of this Grant by this reference:

Exhibit A SCOPE OF WORK

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS

Exhibit C STANDARD GRANT CONDITIONS\*

\* In Exhibit C, #15, paragraph 1, the statement “and the Grant Application (Exhibit A)” shall now read “and the Scope of Work (Exhibit A).”

Exhibit E ADDITIONAL PROVISIONS

Exhibit F FEDERAL TERMS AND CONDITIONS

**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date:

\_\_\_\_\_  
Tomas Aragon, Director of PHD  
San Francisco Dept of Health Services  
101 Grove St, Rm 308  
San Francisco, CA 94102

Date:

\_\_\_\_\_  
Michele Golden, Chief  
Contracts and Purchasing Services Section  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.262  
P.O. Box 997377, MS 1800- 1804  
Sacramento, CA 95899-7377

**Exhibit A**  
**Scope of Work**

**1. Service Overview**

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

In accordance with its mission to protect the health of all Californians and pursuant to Health and Safety Code Sections 131085 and 104325-104330 and terms of the Department Federal Grant number 1NU17CE925000; CFDA 93.136 from the Centers for Disease Control and Prevention, funds were awarded to CDPH as part of the Opioid Prevention Initiative aimed at reducing rates of prescription drug abuse, misuse, and overdose--a significant public health issue in California. This grant was awarded to City and County of San Francisco to reduce drug-overdose deaths by conducting public education and community outreach, expanding medication assisted treatment efforts, and utilizing opioid data to inform actions and interventions at the local level.

**2. Service Location**

The services shall be performed in applicable facilities within California geographic region.

**3. Service Hours**

The services shall be provided during normal contractor working hours, Monday through Friday.

**4. Services to be Performed:**

Academic Detailing, an innovative method of educational outreach, encourages providers to improve opioid prescribing behavior and integrate opioid safety into routine care. Through one-on-one visits, health care professionals (Academic Detailers) share the latest scientific evidence, using well-produced materials and setting accountable behavioral changes with the goal of improving outcomes. San Francisco Department of Public Health, in collaboration with the California Department of Public Health, will be implementing Academic Detailing, targeting health plans and payer systems throughout California to implement opioid stewardship and Academic Detailing policies and procedures plan/system wide. Detailers convene for a 1.5 day train-the-trainer training including interactive lectures on (1) academic detailing (e.g. history/evidence for AD, logistics of conducting AD, and theories of behavior change), and (2) opioid stewardship curriculum (e.g. managing chronic pain and opioid use disorder and managing difficult conversations). Trainees practice detailing through interactive demonstrations in large and small group settings and through a videotaped mock session with an expert that they receive for review. SFDPH will also provide ongoing technical assistance (TA) to detailers through a new multi-component learning collaborative, including a structured virtual space for detailers to access TA from SFDPH experts, share implementation experiences with each other, and access up-to-date evidence based scientific literature.

Some of the work as identified above will be performed by the subcontractor once they are determined after this grant is executed.

**Exhibit B**  
**Budget Detail and Payment Provisions**

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Scope of Work, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.
- B. Invoices shall include the Grant Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

Cindy Ridge  
California Department of Public Health  
Injury and Violence Prevention Branch/ OD2A  
P.O. Box 997377, MS 7214  
Sacramento, CA 95899-7377

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead, invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Amounts Payable**

- A. The amounts payable under this Grant shall not exceed \$900,000.00.

**Exhibit B**  
**Budget Detail and Payment Provisions**

- B. Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and/or goods are received.

**5. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**6. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

**EXHIBIT C**

**STANDARD GRANT CONDITIONS**

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

9. **INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
10. **INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
11. **MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
12. **NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
13. **NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
14. **PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
15. **RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Scope of Work (Exhibit A).
  - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
16. **RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.



**17. RIGHTS IN DATA:** Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

**18. VENUE:** The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

**19. STATE-FUNDED RESEARCH GRANTS:**

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
  - 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
  - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
  - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
  - 4) For publications other than those described in paragraph B.3 above,, including

meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit E  
Additional Provisions

1. **Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
  - 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
  - 1) Place no further order or subgrants for materials, services, or facilities.
  - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit E  
Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**2. Avoidance of Conflicts of Interest by Grantee**

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
  - 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**3. Dispute Resolution Process**

Exhibit E  
Additional Provisions

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

**Exhibit F**  
**Federal Terms and Conditions**

*(For Federally Funded Grant Agreements)*

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

**Index of Special Terms and Conditions**

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions
8. Human Subjects Use Requirements
9. Financial and Compliance Audit Requirements
10. Audit and Record Retention
11. Federal Requirements

## 1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Grant were executed after that determination was made.
- b. This Grant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Grant. In addition, this Grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Grant in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Grant shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Grant with 30-days advance written notice or to amend the Grant to reflect any reduction in funds.

## 2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

### 3. Debarment and Suspension Certification

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.



(6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

#### 4. **Covenant Against Contingent Fees**

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

#### 5. **Air or Water Pollution Requirements**

Any federally funded grant and/or subgrants in excess of \$100,000 must comply with the following provisions unless said grant is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

#### 6. **Lobbying Restrictions and Disclosure Certification**

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

##### a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;

- (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

**b. Prohibition**

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**7. Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

"SEC. 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 to 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, except in presentation to the executive branch of any State or local government itself.

(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 for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(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."

**8. Human Subjects Use Requirements**

(Applicable only to federally funded agreements in which performance, directly or through a subcontract/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Contractor agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

## 9. Financial and Compliance Audit Requirements

By signing this Agreement, the Contractor/Subcontractor agrees to abide by all requirements specified in 2 CFR 200, *et seq.*, 2 CFR 400, *et seq.*, and 45 CFR, 75, *et seq.*, as applicable, including but not limited to obtaining an annual audit, and any subsequent federal regulatory additions or revisions.

- a. The definitions used in this provision are contained in Section 38040 of the Health and Safety Code, which by this reference is made a part hereof.
- b. Direct service contract means a contract or agreement for services contained in local assistance or subvention programs or both (see Health and Safety [H&S] Code section 38020). Direct service contracts shall not include contracts, agreements, grants, or subventions to other governmental agencies or units of government nor contracts or agreements with regional centers or area agencies on aging (H&S Code section 38030).
- c. The Contractor, as indicated below, agrees to obtain one of the following audits:
  - (1) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives \$25,000 or more from any State agency under a direct service contract or agreement; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit. Said audit shall be conducted according to Generally Accepted Auditing Standards. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (2) If the Contractor is a nonprofit organization (as defined in H&S Code section 38040) and receives less than \$25,000 per year from any State agency under a direct service contract or agreement; the Contractor agrees to obtain a biennial single, organization wide financial and compliance audit, unless there is evidence of fraud or other violation of state law in connection with this Agreement. This audit does not fulfill the audit requirements of Paragraph c(3) below. The audit shall be completed by the 15th day of the fifth month following the end of the Contractor's fiscal year, **and/or**
  - (3) If the Contractor is a State or Local Government entity or Nonprofit organization (as defined in 2CFR Part 200) and expends \$750,000 or more in Federal awards; the Contractor agrees to obtain an annual single, organization wide, financial and compliance audit according to the requirements specified in 2CFR Part 200. An audit conducted pursuant to this provision will fulfill the audit requirements outlined in Paragraphs c(1) and c(2) above. The audit shall be completed by the end of the ninth month following the end of the audit period. The requirements of this provision apply if:
    - (a) The Contractor is a recipient expending Federal awards received directly from Federal awarding agencies, or
    - (b) The Contractor is a subrecipient expending Federal awards received from a pass-through entity such as the State, County or community based organization.
  - (4) If the Contractor submits to CDPH a report of an audit other than a single audit, the Contractor must also submit a certification indicating the Contractor has not expended \$750,000 or more in federal funds for the year covered by the audit report.
- d. Two copies of the audit report shall be delivered to the CDPH program funding this Agreement. The audit report must identify the Contractor's legal name and the number assigned to this Agreement. The audit report shall be due within 30 days after the completion of the audit. Upon receipt of said audit report, the CDPH Program Contract Manager shall forward the audit report to CDPH's Audits and Investigations Unit if the audit report was submitted under Section 16.c(3), unless the audit report is from a City, County, or Special District within the State of California whereby the report will be retained by the funding program.

- e. The cost of the audits described herein may be included in the funding for this Agreement up to the proportionate amount this Agreement represents of the Contractor's total revenue. The CDPH program funding this Agreement must provide advance written approval of the specific amount allowed for said audit expenses.
- f. The State or its authorized designee, including the Bureau of State Audits, is responsible for conducting agreement performance audits which are not financial and compliance audits. Performance audits are defined by Generally Accepted Government Auditing Standards.
- g. Nothing in this Agreement limits the State's responsibility or authority to enforce State law or regulations, procedures, or reporting requirements arising thereto.
- h. Nothing in this provision limits the authority of the State to make audits of this Agreement, provided however, that if independent audits arranged for by the Contractor meet Generally Accepted Governmental Auditing Standards, the State shall rely on those audits and any additional audit work and shall build upon the work already done.
- i. The State may, at its option, direct its own auditors to perform either of the audits described above. The Contractor will be given advance written notification, if the State chooses to exercise its option to perform said audits.
- j. The Contractor shall include a clause in any agreement the Contractor enters into with the audit firm doing the single organization wide audit to provide access by the State or Federal Government to the working papers of the independent auditor who prepares the single organization wide audit for the Contractor.
- k. Federal or state auditors shall have "expanded scope auditing" authority to conduct specific program audits during the same period in which a single organization wide audit is being performed, but the audit report has not been issued. The federal or state auditors shall review and have access to the current audit work being conducted and will not apply any testing or review procedures which have not been satisfied by previous audit work that has been completed.

The term "expanded scope auditing" is applied and defined in the U.S. General Accounting Office (GAO) issued Standards for *Audit of Government Organizations, Programs, Activities and Functions*, better known as the "yellow book".

## 10. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Contractor shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Contractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Contractor agrees that CDPH, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Contractor shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.

- (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.
- e. The Contractor shall comply with the above requirements and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code § 10115.10, if applicable.
  - f. The Contractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to microfilm, computer disk, CD ROM, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Contractor and/or Subcontractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
  - g. The Contractor shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in Title 2 of the Code of Federal Regulations, Part 200 (2CFR Part 200).

#### **11. Federal Requirements**

Grantor agrees to comply with and shall require all subgrantees, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_

\_\_\_\_\_

City and County of San Francisco  
Name of Grantee

Tomas Aragon, Director Of PHD  
Printed Name of Person Signing for Grantee

19-10807  
Contract / Grant Number

\_\_\_\_\_  
Signature of Person Signing for Grantee

12/20/19  
Date

Director of Populatio Health Division  
Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health  
Injury and Violence Prevention Branch  
P.O. Box 997377, MS 7214  
Sacramento, CA 95899-7377

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

**CERTIFICATION REGARDING LOBBYING**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

Approved by OMB  
0348-0048

<p>1. Type of Federal Action:</p> <p><input checked="" type="checkbox"/> a. contract  <input type="checkbox"/> b. grant  <input type="checkbox"/> c. cooperative agreement  <input type="checkbox"/> d. loan  <input type="checkbox"/> e. loan guarantee  <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input checked="" type="checkbox"/> a. bid/offer/application  <input type="checkbox"/> b. initial award  <input checked="" type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing  <input type="checkbox"/> b. material change</p> <p>For Material Change Only:  Year ____ quarter  date of last report _____</p>	
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime                      <input checked="" type="checkbox"/> Subawardee  Tier ____, if known:</p> <p>Congressional District, if known: 12</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p style="text-align: center;">California Dept of Public Health</p> <p>Congressional District, if known:</p>		
<p>6. Federal Department/Agency</p> <p>Center for Disease Control &amp; Prevention (CDC)</p>	<p>7. Federal Program Name/Description:  Overdose Data to Action</p> <p>CDFA Number, if applicable: <u>93.136</u></p>		
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ 300,000/yr</p>		
<p>10.a. Name and Address of Lobbying Registrant  <i>(If individual, last name, first name, MI):</i></p> <p>n/a</p>	<p>b. Individuals Performing Services <i>(including address if different from 10a. (Last name, First name, MI):</i></p> <p>n/a</p>		
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p>		
	<p>Print Name: Tomas Aragon</p>		
	<p>Title: Director of Population Health Divison</p>		
	<p>Telephone No.: 415-787-2583                      Date: 12/20/19</p>		
<p><b>Federal Use Only</b></p>		<p>Authorized for Local Reproduction  Standard Form-LLL (Rev. 7-97)</p>	

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.





London N. Breed  
Mayor

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Dr. Grant Colfax  
Director of Health  
**DATE:** February 11<sup>th</sup>, 2020  
**SUBJECT:** Grant Accept and Expend  
**GRANT TITLE:** Accept and Expend Grant – California Injury and Violence  
Prevention Branch Overdose to Action - \$900,000

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

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

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2547

Interoffice Mail Address: Dept. of Public Health, Grants Administration for  
Community Programs, 101 Grove St # 108

Certified copy required Yes

No

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

RECEIVED  
3/17/20 @ 4:34pm  
A

S/C

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Sophia Kittler  
RE: Accept and Expend Grant - Retroactive - California Injury and Violence  
Prevention Branch Overdose Data to Action - Academic Detailing -  
\$900,000  
DATE: Tuesday, March 17, 2020

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**Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$900,000 from the California Department of Public Health, a recipient of the grant award from the Centers for Disease Control and Prevention, for participation in a program, entitled "California Injury and Violence Prevention Branch Overdose Data to Action – Academic Detailing," for the period of January 1, 2020, through August 31, 2022.**

Should you have any questions, please contact Sophia Kittler at 415-554-6153.



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #:

200299

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
PHILIP COFFIN	415-437-6282
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
DPH DEPARTMENT OF HEALTH	phillip.coffin@sfdph.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Heluna Health	<b>TELEPHONE NUMBER</b> (800) 201-7320
<b>STREET ADDRESS (including City, State and Zip Code)</b> 13300 Crossroads Parkway North, Suite 450, CID CA 91746	<b>EMAIL</b> hello@helunahealth.org

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 200299
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$815,967		
<b>NATURE OF THE CONTRACT (Please describe)</b> Heluna Health provides staffing support for a SFDPH pilot project to assess burden of HCV among women of childbearing age, identify prevention opportunities, and prioritize this group for follow up and care.		

7. COMMENTS
Heluna Health is a 501 ( c ) 3 Nonprofit with a Board of Directors.

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	<b>THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM</b>
<input checked="" type="checkbox"/>	<b>A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES</b> Board of Supervisors
<input type="checkbox"/>	<b>THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS</b>

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	CUTLER	BLAYNE	CEO
2	GIESELER	BRIAN	CFO
3	TAMARA	JOSEPH	Other Principal Officer
4	JENKS	ROBERT R.	Other Principal Officer
5	BAKER	ALEX	Other Principal Officer
6	Ramanathan	ERIK D.	Other Principal Officer
7	EDWARDS	Carladenise	Board of Directors
8	YIP	EDWARD	Board of Directors
9	Casciato	GEORGIA	Board of Directors
10	O'Connor	JEAN C.	Board of Directors
11	Vetticaden	SANTOSH	Board of Directors
12	RICH	SARAH MULLEN	Board of Directors
13	DeSanti	Susan	Board of Directors
14	FILER	SCOTT	Board of Directors
15	VASALLO	VIVIAN	Board of Directors
16	NGUYEN	VON	Board of Directors
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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
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