

File No. 230711

Committee Item No. 6

Board Item No. 26

## COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Appropriations Committee Date June 21, 2023

Board of Supervisors Meeting Date June 27, 2023

#### Cmte Board

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- Youth Commission Report
- Introduction Form
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- MOU
- Grant Information Form
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- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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

- DPH Statement on Retroactivity 6/20/23
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Brent Jalipa Date June 16, 2023

Completed by: Brent Jalipa Date June 23, 2023

1 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention -  
2 National Human Immunodeficiency Virus Behavioral Surveillance (NHBS) - San Francisco -  
3 \$2,223,299]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**  
5 **expend a grant increase in the amount of up to \$1,254,056 from the Centers for Disease**  
6 **Control and Prevention for a total amount of \$2,223,299 for participation in a program,**  
7 **entitled “National Human Immunodeficiency Virus Behavioral Surveillance (NHBS) -**  
8 **San Francisco,” for the period of January 1, 2023, through December 31, 2023.**

9  
10 WHEREAS, The Centers for Disease Control and Prevention (CDC) has agreed to  
11 fund the Department of Public Health (DPH) in the amount of \$2,223,299 for participation in a  
12 program, entitled “National Human Immunodeficiency Virus Behavioral Surveillance (NHBS)  
13 San Francisco,” for the period of January 1, 2022, through December 31, 2023; and

14 WHEREAS, The purpose of NHBS in San Francisco is to conduct bio-behavioral  
15 surveillance activities among populations overburdened by Human Immunodeficiency Virus  
16 (HIV); and

17 WHEREAS, NHBS will estimate levels, and monitor changes over time in HIV  
18 prevalence and related risk and preventive behaviors; and

19 WHEREAS, The short-term aims are to collect and use data to measure prevention,  
20 testing, and treatment program reach; guide the development and strengthening of these  
21 efforts; evaluate prevention activities; and inform prevention policy; and

22 WHEREAS, Long-term use of NHBS data will improve prevention, care, and treatment  
23 services to reduce the burden and incidence of HIV; and

24 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and  
25

1           WHEREAS, A grant increase of \$1,254,056 from \$969,243 was approved for the  
2 period of January 1, 2023, through December 31, 2023; and

3           WHEREAS, Part of the grant increase in the amount of \$800,000 is contingent on the  
4 enactment of application appropriation bills by the federal government, and the availability of  
5 funds; and

6           WHEREAS, A request for retroactive approval is being sought for the grant increase of  
7 \$1,254,056, because DPH received the award notice on December 5, 2022, for a project start  
8 date of January 1, 2023; and

9           WHEREAS, The grant budget includes a provision for indirect costs in the amount of  
10 \$22,512; now, therefore, be it

11           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
12 in the amount of \$2,223,299 from the CDC; and, be it

13           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
14 expend the grant funds pursuant to Administrative Code, Section 10.170-1.

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1 Recommended:

Approved:   /s/  

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Mayor

3   /s/  

4 Dr. Grant Colfax

Approved:   /s/  

5 Director of Health

Controller

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**File Number:** 230711  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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

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

1. Grant Title: **National HIV Behavioral Surveillance (NHBS) - San Francisco**

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

3. Contact Person: **William McFarland** Telephone: **415-437-6251**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$2,223,299**

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

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

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

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

8. Proposed Grant Project Summary:

**The purpose of NHBS in San Francisco is to conduct bio-behavioral surveillance activities among populations overburdened by HIV. NHBS will estimate levels and monitor changes over time in HIV prevalence and related risk and preventive behaviors. The short-term aims are to collect and use data to measure prevention, testing, and treatment program reach; guide the development and strengthening of these efforts; evaluate prevention activities; and inform prevention policy. Long-term use of NHBS data will improve prevention, care, and treatment services to reduce the burden and incidence of HIV.**

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

Start-Date: **01/01/2022**

End-Date: **12/31/2023**

10a. Amount budgeted for contractual services: **\$2,050,132**

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? **\$22,512**

b2. How was the amount calculated? **24.678% of total direct costs**

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

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 1, 2023. The Department received the grant increase of \$1,254,046 on Dec 2, 2022, for the period of January 1, 2023, to December 31, 2023, and the revised award of \$969,243 on August 5, 2022, for the period of January 1, 2022, to December 31, 2022. The AL # for this grant is 93.944.**

**The grantor has approved an additional \$800,000 in funding for the period of January 1, 2023, to December 31, 2023, which is contingent upon the enactment of application appropriation bills by the federal government, and the availability of funds.**

**The grant does not require an ASO amendment and partially reimburses the department for the existing position:**

No.	Class	Job Title	FTE	Start Date	End Date
1	2233	Senior Physician Specialist	0.20	01/01/2023	12/31/2023

**Department ID: 162646**  
**Proposal ID: CTR00002570**  
**Fund ID: 11580**  
**Project ID: 10038055**  
**Project Description: HD HIV D123 2223 NHBS Nat'l HIV Behavioral Surveillance**  
**Activity ID: 0003 (trans) & 0004 (Wes) 0005 (Trans Hep)**  
**Authority ID: 10001**  
**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):

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

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

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

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

Comments:

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

Toni Rucker, PhD  
(Name)

DPH ADA Coordinator  
(Title)

Date Reviewed: 5/1/2023 | 10:30 AM PDT

DocuSigned by:  
Toni Rucker  
786292F7330F44D...  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 5/2/2023 | 11:08 AM PDT

DocuSigned by:  
Greg Wagner  
20327324732849F...  
(Signature Required)

Greg wagner, COO for

**City and County of San Francisco**  
**London Breed**  
**Mayor**



**Department of Public Health**  
**Grant Colfax**  
**Director of Health**

January 30, 2023

Jennifer Gilbert  
Grants Management Specialist  
Branch I, Office of Grants Services (OGS)  
Office of Financial Resources (OFR)  
Office of the Chief Operating Officer (OCOO)  
Centers for Disease Control and Prevention (CDC)  
JGilbert@cdc.gov

Attn: Jennifer Gilbert, Grants Management Specialist

**RE: SFDPH DUNS#103717336**  
**National HIV Behavioral Surveillance (NHBS) – San Francisco**  
**Grant # NU62PS924778; FOA#PS22-2201**  
**Response to Budget Revision Requirement**

Please find enclosed the Budget Revision for the above referenced cooperative agreement with the San Francisco Department of Public Health, Population Health Division, Center for Public Health Research. Enclosures include: Revised Budget Justification, Revised SF 424a, and the current indirect cost rate agreement.

If you have any questions, please contact Willi McFarland, San Francisco PI for NHBS at (415) 554-9016 for programmatic issues and Sajid Shaikh at (415) 255-3512 for budgetary and fiscal issues.

Sincerely,

A handwritten signature in blue ink, appearing to read "Willi McFarland".

Willi McFarland, MD, PhD, MPH&TM  
Director, Center for Public Health Research

A handwritten signature in black ink, appearing to read "Sajid Shaikh".

Sajid Shaikh  
Sr. Administrative Analyst



San Francisco Department of Public Health (SFPDH)  
Center for Public Health Research  
National HIV Behavioral Surveillance System  
Core Activities  
DUNS #1037173360000  
Year 2: January 1, 2023 – December 31, 2023  
Budget Summary

A.	Personnel	\$20,370
B.	Mandatory Fringe	\$9,370
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$416,788
G.	Other Expenses	\$2,500
	<b>TOTAL DIRECT COSTS</b>	<b>\$449,028</b>
H.	Indirect Costs (24.678% of Total Personnel)	\$5,028
	<b>TOTAL BUDGET FOR YEAR 2023</b>	<b>\$454,056</b>

**Year 2: Detail Line-Item Budget and Justification: January 1, 2023 – December 31, 2023**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0.10 Sr. Supervising Physician Specialist: Willi McFarland, MD, PHD, MPH&TM

Annual Salary \$203,700 @ 0.10 FTE for 12 months = \$20,370

Mandatory Fringe Benefits @ 46% = \$9,370 \$29,740

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

<b>Total Salaries</b>	\$20,070
<b>Total Fringe</b>	\$9,370

<b>TOTAL PERSONNEL:</b>	\$29,740
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**C. TRAVEL** **\$0**

**D. EQUIPMENT** **\$0**

**E. MATERIALS AND SUPPLIES** **\$0**

**F. CONTRACTUAL** **\$416,788**

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

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

Period of performance: 1/1/2023 – 12/31/2023

Method of accountability: The contractor will follow the CDC and Center for Public Health Research procedures; will follow strict performance timelines; contractor's performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Description of activities: HELUNA HEALTH will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the Center for Public Health Research.

Itemized budget with narrative justification:

**a. & b. HELUNA HEALTH PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.15 Senior Research Scientist: Erin Wilson, DrPH

Annual Salary  $\$175,100 \times 0.10$  FTE for 12 months = \$17,510  
Mandatory Fringe Benefit @35.63% = \$6,239 \$23,749

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

- ii) 0.05 Senior Research Scientist: TBD

Annual Salary  $\$162,740 \times 0.05$  FTE for 12 months = \$8,137  
Mandatory Fringe Benefit @35.63% = \$2,899 \$11,036

This position will be responsible for high level day to day coordination of all study activities. They will supervise the project coordinator.

- iii) 1.0 Project Coordinator: TBD

Annual Salary  $\$82,400 \times 1.0$  FTE for 12 months = \$82,400  
Mandatory Fringe Benefit @35.63% = \$29,359 \$111,759

This position will be responsible for day to day coordination of all study activities and in particular handle IRB submissions, data management, liaison with CDC and work in supporting the team lead.

- iv) 1.0 Field Staff - Research Assistant : TBD

Annual Salary  $\$55,000 \times 1.0$  FTE for 6 months = \$27,500  
Mandatory Fringe Benefits @ 37.18% = \$9,798 \$37,298

This position will be responsible daily activities of the data collection team. They will supervise data collection activities such as greeting study participants, determining eligibility, conducting

behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) 1.0 Field Staff - Research Assistant: TBD

Annual Salary \$55,000 x 1.0 FTE for 6 months = \$27,500  
Mandatory Fringe Benefits @ 37.18% = \$9,798 \$37,298

This position will be responsible for assisting with formative research activities and during data collection greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

vi) 1.0 Field Staff - Research Assistant: TBD

Annual Salary \$55,000 x 1.0 FTE for 6 months = \$27,500  
Mandatory Fringe Benefits @ 37.18% = \$9,798 \$37,298

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

vii) 1.0 Field Staff - Research Assistant: TBD

Annual Salary \$55,000 x 1.0 FTE for 6 months = \$27,500  
Mandatory Fringe Benefits @ 37.18% = \$9,798 \$37,298

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

vii) 0.10 Data Manager: Caitlin Turner, MPH, PhD Student

Annual Salary \$92,700 x 0.104FTE for 12 months = \$12,978  
Mandatory Fringe Benefits @37.18% = \$34,624 \$17,602

The Data Manager will be primarily responsible for data management and analysis of study results.

**TOTAL HELUNA HEALTH PERSONNEL** **\$313,339**

**TOTAL HELUNA HEALTH MANDATORY FRINGE BENEFITS** **\$82,314**

**c. HELUNA HEALTH TRAVEL** **\$5,828**

1. Local Travel **\$570**

Local travel funds to purchase bus passes for study staff. The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$570

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

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

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

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

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

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

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

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

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

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

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

**d. HELUNA HEALTH EQUIPMENT** **\$0**

1) Funds to purchase replacement tablets for data collection.

**e. HELUNA HEALTH MATERIALS AND SUPPLIES** **\$11,141**

1. Educational Supplies **\$2,575**

Costs of condoms and lubricants.

\$350 x 6 months = \$2100

Costs for educational information handouts

\$481

2. HIV tests **\$4,765**

Costs of HIV tests. \$9.53 X 500 = \$4,765

2. Confirmatory HIV test kits, 253 second line tests

X \$15 = \$3795 **\$3,795**

<b>f.</b>	<b>HELUNA HEALTH CONTRACTUAL SERVICES</b>	<b>\$0</b>
<b>g.</b>	<b>HELUNA HEALTH OTHER COSTS</b>	<b>\$40,100</b>
	a. Cell phone and cell plan for study participant scheduling	\$1,600
	b. Key informant incentives, 20 @\$50	\$1,000
	c. Main study participant incentives 500 @ \$50	\$25,000
	d. HIV test incentives 500 @ \$25	\$12,500
	<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$370,478</b>
	<b>TOTAL HELUNA HEALTH INDIRECT COST (12.5% of Direct Costs)</b>	<b>\$46,310</b>
	<b>TOTAL CONTRACTUAL (HELUNA HEALTH):</b>	<b>\$416,788</b>
<b>G.</b>	<b>OTHER</b>	<b>\$2,500</b>
	1. Other Fees	\$2,500
<p>Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$2,500 is for continuing IRB review.</p>		
	<b>TOTAL DIRECT EXPENSES:</b>	<b>\$449,028</b>
<b>H.</b>	<b>INDIRECT COSTS (24.678% of total personnel)</b>	<b>\$5,028</b>
	<b>TOTAL BUDGET FOR YEAR 2023:</b>	<b>\$454,056</b>

San Francisco, Trans Cycle Viral Hep Testing

San Francisco Department of Public Health (SFDPH)  
Center for Public Health Research  
National HIV Behavioral Surveillance System  
Transgender women Cycle Viral Hep Testing  
DUNS #1037173360000  
Year 2: January 1, 2023 – December 31, 2023  
Budget Summary

A.	Personnel	\$0
B.	Mandatory Fringe	\$0
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$150,000
G.	Other Expenses	\$0
	<b>TOTAL DIRECT COSTS</b>	<b>\$150,000</b>
H.	Indirect Costs (24.678% of Total Salaries)	\$0
	<b>TOTAL BUDGET FOR YEAR 2023</b>	<b>\$150,000</b>

**Year 3: Detail Line-Item Budget and Justification: January 1, 2023 – December 31, 2023**

<b>A.</b>	<b>PERSONNEL</b>	<b>\$0</b>
<b>B.</b>	<b>MANDATORY FRINGE</b>	<b>\$0</b>
<b>C.</b>	<b>TRAVEL</b>	<b>\$0</b>
<b>D.</b>	<b>EQUIPMENT</b>	<b>\$0</b>
<b>E.</b>	<b>MATERIALS AND SUPPLIES</b>	<b>\$0</b>
<b>F.</b>	<b>CONTRACTUAL</b>	<b>\$150,000</b>

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

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

Period of performance: 1/1/2023 – 12/31/2023

Method of accountability: The contractor will follow the CDC and HIV Epidemiology Section procedures; will follow strict performance timelines; contractor’s performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Description of activities: HELUNA HEALTH will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.

Itemized budget with narrative justification:

<b>a. &amp; b. HELUNA HEALTH PERSONNEL AND MANDATORY FRINGE BENEFITS</b>		<b>\$69,022</b>
<b>Total Heluna Health Personnel</b>	<b>\$50,890</b>	
<b>Total Mandatory Fringe Benefits</b>	<b>\$18,132</b>	

1. 0.50 Epidemiologist: TBD

Annual Salary \$175,100 x 0.05 FTE for 12 months = \$8,755		
Mandatory Fringe Benefit @35.63% = \$3,119		\$11,874



2. 0.50 Phlebotomist, TBD

Annual Salary \$75,000 x 0.50 FTE for 12 months = \$37,500	
Mandatory Fringe Benefits @ 35.63% = \$13,361	\$50,861

This position is responsible for the collection of specimens to conduct biological testing using approved assays. The phlebotomist will also prepare specimens for storage and shipping to the CDC for future testing. In conjunction with the RAs and as directed by the PC, the phlebotomist will provide pre-test counseling, results disclosure and needed referrals to services including treatment. The phlebotomist is expected to answer participant questions on the tests being performed and address complications as needed. The phlebotomist will also record required metrics for the CDC and SFDPH.

3. 0.05 Data Manager, TBD

Annual Salary \$92,700 x 0.05 FTE for 12 months = \$4,635	
Mandatory Fringe Benefits @ 35.63% = \$1,651	\$6,286

- |  |                 |
|--|-----------------|
| <b>c. HELUNA HEALTH TRAVEL</b>                       | <b>\$0</b>      |
| <b>d. HELUNA HEALTH EQUIPMENT</b>                    | <b>\$0</b>      |
| <b>e. HELUNA HEALTH MATERIALS AND SUPPLIES</b>       | <b>\$48,957</b> |
| 1. Laboratory Supplies                               | \$957           |
| 2. HCV RNA test processing at SFDPH labs \$100 X 300 | \$30,000        |
| 3. HCV antibody tests \$60 x 300 is \$18,000         | \$18,000        |
| <b>f. HELUNA HEALTH CONTRACTUAL SERVICES</b>         | <b>\$0</b>      |
| <b>g. HELUNA HEALTH OTHER COSTS</b>                  | <b>\$15,000</b> |

Incentive stipends for Viral Hep testing among participants.

1. 300 participants x @ \$25 for HCV RNA Testing. = \$7,500
2. 300 participants x @ \$25 for HCV antibody testing = \$7,500

<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$132,979</b>
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<b>TOTAL HELUNA HEALTH INDIRECT COST (12.8% of Direct Costs)</b>	<b>\$17,021</b>
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<b>TOTAL CONTRACTUAL (HELUNA HEALTH):</b>	<b>\$150,000</b>
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<b>G. OTHER</b>	<b>\$0</b>
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San Francisco, Trans Cycle Viral Hep Testing

	<b>TOTAL DIRECT EXPENSES:</b>	<b>\$150,000</b>
<b>H.</b>	<b>INDIRECT COSTS (24.678% of total salaries)</b>	<b>\$0</b>
	<b>TOTAL BUDGET FOR YEAR 2023:</b>	<b>\$150,000</b>

San Francisco Department of Public Health (SFDPH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Optional population- Transgender women

DUNS #1037173360000

Year 2: January 1, 2023 – December 31, 2023

Budget Summary

A.	Personnel	\$10,185
B.	Mandatory Fringe	\$4,685
C.	Travel	\$1,520
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$377,096
G.	Other Expenses	\$4,000
	<b>TOTAL DIRECT COSTS</b>	<b>\$397,486</b>
H.	Indirect Costs (24.678% of Total Personnel)	\$2,514
	<b>TOTAL BUDGET FOR YEAR 2023</b>	<b>\$400,000</b>

**Year 2: Detail Line-Item Budget and Justification: January 1, 2023 – December 31, 2023**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0 Sr. Supervising Physician Specialist: Willi McFarland, MD, PHD, MPH&TM
- |  |          |
|--|----------|
| Annual Salary \$203,700 @ 0.05 FTE for 12 months = | \$10,185 |
| Mandatory Fringe Benefits @ 46% =                  | \$4,685  |

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

<b>Total Salaries</b>	<b>\$10,185</b>
<b>Total Fringe</b>	<b>\$4,685</b>

<b>TOTAL PERSONNEL:</b>	<b>\$0</b>
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**C. TRAVEL \$1,520**

Out-of-Jurisdiction Travel \$1,520

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

1 x RT airfare SFO – ATL @ \$635

- 1 key personnel to attend annual Principal Investigators Meeting
- 2 key field staff to attend annual Field Operations Training (including Field Supervisor)

1 x 4 nights hotel accommodation @ \$150 per night = \$600

1 x 3 M & IE @ \$55= \$ 165

1 x Ground Transportation @\$60 2 trips = **\$120**

**D. EQUIPMENT \$0**

**E. MATERIALS AND SUPPLIES \$0**

**F. CONTRACTUAL**

**\$377,096**

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

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

Period of performance: 1/1/2023 – 12/31/2023

Method of accountability: The contractor will follow the CDC and Center for Public Health Research procedures; will follow strict performance timelines; contractor's performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Description of activities: HELUNA HEALTH will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the Center for Public Health Research.

Itemized budget with narrative justification:

**a. & b. HELUNA HEALTH PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.05 Senior Research Scientist: Erin Wilson, DrPH

Annual Salary \$175,100 x 0.20 FTE for 12 months = \$35,020	
Mandatory Fringe Benefit @35.63% = \$12,478	\$47,498

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

- ii) 0.05 Senior Research Scientist: TBD

Annual Salary \$162,740 x 0.05 FTE for 12 months = \$8,137	
Mandatory Fringe Benefit @35.63% = \$2,899	\$11,036

This position will be responsible for high level day to day coordination of all study activities. They will supervise the project coordinator.

iii) .50 Project Coordinator: TBD

Annual Salary  $\$82,400 \times 1.0$  FTE for 12 months =  $\$82,400$   
Mandatory Fringe Benefit @ 35.63% =  $\$29,359$   $\$111,759$

This position will be responsible for day to day coordination of all study activities and in particular handle IRB submissions, data management, liaison with CDC and work in supporting the team lead.

iv) .50 Field Staff - Research Assistant: TBD

Annual Salary  $\$55,000 \times 0.50$  FTE for 6 months =  $\$13,750$   
Mandatory Fringe Benefits @ 35.63% =  $\$4,899$   $\$18,649$

This position will be responsible daily activities of the data collection team. They will supervise data collection activities such as greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) .50 Annual Salary  $\$55,000 \times 0.50$  FTE for 6 months =  $\$13,750$   
Mandatory Fringe Benefits @ 35.63% =  $\$4,899$   $\$18,649$

This position will be responsible for assisting with formative research activities and during data collection greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

vi) .50 Field Staff - Research Assistant: TBD

Annual Salary  $\$55,000 \times 0.50$  FTE for 6 months =  $\$13,750$   
Mandatory Fringe Benefits @ 35.63% =  $\$4,899$   $\$18,649$

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

vii) 0.50 Field Staff - Research Assistant (results coordinator): TBD

Annual Salary  $\$55,000 \times 0.50$  FTE for 12 months =  $\$27,500$   
Mandatory Fringe Benefits @ 35.63% =  $\$9,798$   $\$37,298$

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

vii) 0.0 Data Manager: Caitlin Turner, MPH, PhD Student  
 Annual Salary \$92,700 x 0.0 FTE for 12 months = \$0  
 Mandatory Fringe Benefits @35.63% = \$0 \$0

The Data Manager will be primarily responsible for data management and analysis of study results.

**TOTAL HELUNA HEALTH PERSONNEL \$194,307**

**TOTAL HELUNA HEALTH MANDATORY FRINGE BENEFITS \$69,23**

**c. HELUNA HEALTH TRAVEL \$5,802**

Local Travel \$500

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

1. Out-of-Jurisdiction Travel \$5,302

Travel to Atlanta for Field Operation Training will be needed for the project coordinator and at least two field staff who will be responsible for implementing the study.

3 x RT airfare SFO – ATL @ \$627 = \$1,882

3 x 4 nights hotel accommodation @ \$200 per night = \$2,400

3 x 3 M & IE @ \$55= \$ 660

3 x Ground Transportation @\$60 6 trips = \$360

**d. HELUNA HEALTH EQUIPMENT \$0**

**e. HELUNA HEALTH MATERIALS AND SUPPLIES \$7,304**

1. Funds to purchase replacement tablets for data collection.  
 \$1,250 x 4 tablets for \$5,000 \$5,000

2. Educational Supplies	\$2,304
Costs of condoms and lubricants. \$192 x 6 months = \$1152	
Costs for educational information handouts \$192 x 6 months = \$1152	
<b>f. HELUNA HEALTH CONTRACTUAL SERVICES</b>	<b>\$0</b>
<b>g. HELUNA HEALTH OTHER COSTS</b>	<b>\$57,660</b>
1. Study cell phone and mobile service carrier plan for scheduling appointments and sending reminders	\$2,560
2. Zoom account for formative interviews with KIs	\$1,000
3. Shipping costs to ship DBS to CDC	\$3,600
4. Dissemination via scientific journals, conferences and other stakeholder meetings	\$9,000
5. Meetings with community members to report back Findings	\$1,000
6. Printing for RDS coupons	\$500
7. Main study participant incentives 300 @ \$85	\$25,500
8. HIV test incentives 340 @ \$25	\$8,500
9. Peer Referral 300 @ \$20	\$6,000
<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$334,305</b>
<b>TOTAL HELUNA HEALTH INDIRECT COST (12.8% of Direct Costs)</b>	<b>\$42,791</b>
<b>TOTAL CONTRACTUAL (HELUNA HEALTH):</b>	<b>\$377,096</b>
<b>G. OTHER</b>	<b>\$4,000</b>
1. Other IRB Fees	\$4,000
Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$4,000 is for continuing IRB review	
<b>TOTAL DIRECT EXPENSES:</b>	<b>\$397,486</b>
<b>H. INDIRECT COSTS (24.678% of total personnel)</b>	<b>\$2,514</b>
<b>TOTAL BUDGET FOR YEAR 2023:</b>	<b>\$400,000</b>



San Francisco Department of Public Health (SFDPH)  
Center for Public Health Research  
National HIV Behavioral Surveillance System  
Optional Population – Women who engage in Sex Work  
DUNS #1037173360000  
Year 2: January 1, 2023 – December 31, 2023  
Budget Summary

A.	Personnel	\$10,185
B.	Mandatory Fringe	\$4,685
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$230,117
G.	Other Expenses	\$2,500
	<b>TOTAL DIRECT COSTS</b>	<b>\$247,487</b>
H.	Indirect Costs (24.678% of Total Personnel)	\$2,513
	<b>TOTAL BUDGET FOR YEAR 2023</b>	<b>\$250,000</b>

**Year 2: Detail Line-Item Budget and Justification: January 1, 2023 – December 31, 2023**

**A. PERSONNEL**

**B. MANDATORY FRINGE**

1. 0.05 Sr. Supervising Physician Specialist: Willi McFarland, MD, PHD, MPH&TM

Annual Salary \$203,70 @ 0.05 FTE for 12 months = \$10,185

Mandatory Fringe Benefits @ 46% = \$4,685 \$14,870

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

<b>Total Salaries</b>	<b>\$10,185</b>
<b>Total Fringe</b>	<b>\$4,685</b>

<b>TOTAL PERSONNEL:</b>	<b>\$14,870</b>
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**C. TRAVEL** **\$0**

**D. EQUIPMENT** **\$0**

**E. MATERIALS AND SUPPLIES** **\$0**

**F. CONTRACTUAL** **\$230,117**

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

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

Period of performance: 1/1/2023 – 12/31/2023

Method of accountability: The contractor will follow the CDC and Center for Public Health Research procedures; will follow strict performance timelines; contractor's performance will be monitored and evaluated by the senior epidemiologist; payment to contractor will be based on fee for service.

Description of activities: HELUNA HEALTH will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the Center for Public Health Research.

Itemized budget with narrative justification:

**a. & b. HELUNA HEALTH PERSONNEL AND MANDATORY FRINGE BENEFITS**

- i) 0.10 Senior Research Scientist: Erin Wilson, DrPH

Annual Salary  $\$175,100 \times 0.1$  FTE for 12 months =  $\$17,510$   
Mandatory Fringe Benefit @35.63% =  $\$6,239$   $\$23,749$

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

- ii) 0.10 Senior Research Scientist: TBD

Annual Salary  $\$162,740 \times 0.1$  FTE for 12 months =  $\$16,274$   
Mandatory Fringe Benefit @35.63% =  $\$5,798$   $\$22,072$

This position will be responsible for high level day to day coordination of all study activities. They will supervise the project coordinator.

- iii) 0.50 Project Coordinator: Moranda Tate

Annual Salary  $\$82,400 \times .5$  FTE for 12 months =  $\$41,200$   
Mandatory Fringe Benefit @35.63% =  $\$14,680$   $\$55,880$

This position will be responsible for day-to-day coordination of all study activities and in particular handle IRB submissions, data management, liaison with CDC and work in supporting the team lead.

- iv) 0.50 Field Staff - Research Assistant : Danyion Reagan

Annual Salary  $\$55,000 \times 0.50$  FTE for 6 months =  $\$13,750$   
Mandatory Fringe Benefits @ 35.63% =  $\$4,899$   $\$18,649$

This position will be responsible daily activities of the data collection team. They will supervise data collection activities such as greeting study participants, determining eligibility, conducting

behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

v) 0.50 Field Staff - Research Assistant : TBD

Annual Salary \$55,000 x 0.50 FTE for 6 months = \$13,750  
Mandatory Fringe Benefits @ 35.63% = \$4,899 \$18,649

This position will be responsible for assisting with formative research activities and during data collection greeting study participants, determining eligibility, conducting behavioral surveys using handheld computers, rapid HIV testing, pre and post test counseling and providing referrals to study participants.

vi) 0.50 Field Staff - Research Assistant : TBD

Annual Salary \$55,000 x 0.50 FTE for 6 months = \$13,750  
Mandatory Fringe Benefits @ 35.63% = \$4,899 \$18,649

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

vii) 0.0 Field Staff - Research Assistant: TBD

Annual Salary \$55,000 x 0.0 FTE for 6 months = \$0  
Mandatory Fringe Benefits @ 37.18% = \$0 \$0

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

vii) 0.05 Data Manager: Caitlin Turner, MPH, PhD Student

Annual Salary \$92,700 x 0.1 FTE for 12 months = \$4,635  
Mandatory Fringe Benefits @ 37.18% = \$1,651 \$6,286

The Data Manager will be primarily responsible for data management and analysis of study results.

**TOTAL HELUNA HEALTH PERSONNEL \$120,869**

**TOTAL HELUNA HEALTH MANDATORY FRINGE BENEFITS \$43,066**

**c. HELUNA HEALTH TRAVEL \$5,768**

1. Local Travel \$440

Local travel funds to purchase bus passes for study staff.  
The bus passes and late night taxi fares will be used to travel to conduct key informant interviews and to attend meetings and training sessions. \$440

2. Costs associated with attending the field operations training meeting for Field Supervisor and Research Assistant. \$5,328

4 x RT airfare SFO – ATL @ \$627 = \$2,508

4 x 4 nights hotel accommodation @ \$130 per night = \$2,080

4 x 3 M and IE @ \$55= \$ 660

4 X Ground Transportation @\$20 = \$80

**d. HELUNA HEALTH EQUIPMENT \$0**

**e. HELUNA HEALTH MATERIALS AND SUPPLIES \$7,001**

1. Funds to purchase replacement tablets for data collection \$5,000

2. Educational Supplies \$2,001

Costs of condoms and lubricants.

\$166.75 x 6 months = \$1000.50

Costs for educational information handouts

\$166.75 x 6 months = \$1000.50

**f. HELUNA HEALTH CONTRACTUAL SERVICES \$0**

**g. HELUNA HEALTH OTHER COSTS \$27,300**

1. Cell phone and plan for scheduling interviews \$1,500

2. DBS supplies \$800

3. Community Engagement \$500

4. Main study participant incentives 300 @ \$50 \$15,000

5. Key informant incentives, 40 @\$50 \$2,000

6. HIV test incentives 300 @ \$25 \$7,500

	<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$204,004</b>
	<b>TOTAL HELUNA HEALTH INDIRECT COST (12.8% of Direct Costs)</b>	<b>\$26,112</b>
	<b>TOTAL CONTRACTUAL (HELUNA HEALTH):</b>	<b>\$230,116</b>
<b>G.</b>	<b>OTHER</b>	<b>\$2,500</b>
	1. IRB approval for WES study	
	<b>TOTAL DIRECT EXPENSES:</b>	<b>\$247,487</b>
<b>H.</b>	<b>INDIRECT COSTS (24.678% of total personnel)</b>	<b>\$2,513</b>
	<b>TOTAL BUDGET FOR YEAR 2023:</b>	<b>\$250,000</b>



**Recipient Information**

**1. Recipient Name**

SAN FRANCISCO DEPARTMENT OF HEALTH  
101 GROVE ST  
Population Health Division  
SAN FRANCISCO, CA 94102-4505  
[NO DATA]

**2. Congressional District of Recipient**

12

**3. Payment System Identifier (ID)**

1946000417A1

**4. Employer Identification Number (EIN)**

946000417

**5. Data Universal Numbering System (DUNS)**

103717336

**6. Recipient's Unique Entity Identifier (UEI)**

DCTNHRGU1K75

**7. Project Director or Principal Investigator**

Mr. Willi McFarland  
Director, Center for Public Health Research  
Willi.McFarland@sfdph.org  
415-554-9093

**8. Authorized Official**

Mr. Sajid Shaikh  
Business Officer  
sajid.shaikh@sfdph.org  
415-255-3512

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Jennifer Gilbert  
Reviewer  
ubh1@cdc.gov  
4046395399

**10. Program Official Contact Information**

Janet Burnett  
jyn6@cdc.gov  
404-639-5200

**Federal Award Information**

**11. Award Number**

5 NU62PS924778-02-00

**12. Unique Federal Award Identification Number (FAIN)**

NU62PS924778

**13. Statutory Authority**

Section 318(c) of the Public Health Service Act [42 U.S.C. Section 247c(c)], as amended.

**14. Federal Award Project Title**

National HIV Behavioral Surveillance (NHBS) - San Francisco

**15. Assistance Listing Number**

93.944

**16. Assistance Listing Program Title**

Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus Syndrome (AIDS) Surveillance

**17. Award Action Type**

Non-Competing Continuation

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	01/01/2023	<b>- End Date</b>	12/31/2023
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$454,056.00
20a. Direct Cost Amount			\$449,028.00
20b. Indirect Cost Amount			\$5,028.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$0.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$454,056.00
<b>26. Period of Performance Start Date</b>	01/01/2022	<b>- End Date</b>	12/31/2026
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$1,423,299.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Edna Green  
Grants Management Officer

**30. Remarks**

Continuation Award: Financial Assistance in the amount of \$454,056.00



Recipient Information
<b>Recipient Name</b> SAN FRANCISCO DEPARTMENT OF HEALTH 101 GROVE ST Population Health Division SAN FRANCISCO, CA 94102-4505 [NO DATA]
<b>Congressional District of Recipient</b> 12
<b>Payment Account Number and Type</b> 1946000417A1
<b>Employer Identification Number (EIN) Data</b> 946000417
<b>Universal Numbering System (DUNS)</b> 103717336
<b>Recipient's Unique Entity Identifier (UEI)</b> DCTNHRGU1K75

<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$20,370.00
b. Fringe Benefits	\$9,370.00
c. Total Personnel Costs	\$29,740.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$2,500.00
i. Contractual	\$416,788.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$449,028.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$5,028.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$454,056.00</b>
<b>m. Federal Share</b>	<b>\$454,056.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

**34. Accounting Classification Codes**

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-9391193	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390J3H	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390KC1	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0120
3-9391193	22NU62PS924778	PS	41.51	93.944	\$454,056.00	75-23-0950





**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 5 NU62PS924778-02-00

FAIN# NU62PS924778

Federal Award Date: 12/05/2022

**Direct Assistance**

<b>BUDGET CATEGORIES</b>	<b>PREVIOUS AMOUNT (A)</b>	<b>AMOUNT THIS ACTION (B)</b>	<b>TOTAL (A + B)</b>
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# AWARD ATTACHMENTS

SAN FRANCISCO DEPARTMENT OF HEALTH

5 NU62PS924778-02-00

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1. Award Terms

**AWARD INFORMATION**

**Incorporation:** In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number **CDC-RFA- PS22-2201**, entitled **National HIV Behavioral Surveillance (NHBS)**, and application dated **August 31, 2022** which are hereby made a part of this Non-research award, hereinafter referred to as the Notice of Award (NoA).

**Approved Funding:** Funding in the amount of **\$1,254,056.00** is approved for the Year **02** budget period, which is **January 1, 2023** through **December 31, 2023**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third-party in-kind contribution when applicable.

Funding	Amount
Core NHBS	<b>\$454,056.00</b>
NHBS STI	<b>\$0.00</b>
NHBS-Trans	<b>\$0.00</b>
NHBS-Trans Viral Hepatitis	<b>\$0.00</b>
NHBS-Trans STI	<b>\$0.00</b>
NHBS-Wes	<b>\$0.00</b>
<b>TOTAL FUNDS AWARDED</b>	<b>\$454,056.00</b>

Available Funding: The CDC is operating under a continuing resolution; as a result, the total available funding for the Fiscal Year (FY) 02 budget period is contingent upon the enactment of application appropriate bill(s). Funding in the amount of **\$454,056.00** in Financial Assistance (FA) is awarded on this NoA. The remainder of the budget period Approved Funding amount is subject to the availability of funds.

**Financial Assistance Mechanism:** Cooperative Agreement

**Substantial Involvement by CDC:** This is a cooperative agreement and CDC will have substantial programmatic involvement after the award is made. Substantial involvement is in addition to all post-award monitoring, technical assistance, and performance reviews undertaken in the normal course of stewardship of federal funds.

In a cooperative agreement, CDC staff are substantially involved in the program activities, above and beyond routine grant monitoring. CDC staff will provide support by:

- Facilitating the development and implementation of the standardized, multisite guidance documents and questionnaires.
- Facilitating the development of local operational plans.
- Providing training in methodology (including formative assessment), program planning, management and evaluation.
- Providing technical assistance to support implementation of agreed upon methods to execute the strategies and activities.
- Aiding in establishing and maintaining the computerized database to record information collected for the activities.
- Participating in the analysis and dissemination of the data. Conducting or coordinating analyses of the data and disseminating information to support HIV prevention efforts.
- Facilitating the development of methods and computer programs to evaluate performance indicators and data quality.
- Assisting in the evaluation of overall effectiveness of program operations. Providing timely feedback on reported data for quality assurance purposes.
- Facilitating the development of evaluation activities.
- Maintaining secure and confidential databases.
- Monitoring progress in participant recruitment, data collection, HIV testing and other activities for all recipients.

**Budget Revision Requirement:** By **February 01, 2023** the recipient must submit a revised budget with a narrative justification. ***The revised budget should be submitted via Grant Solutions as a prior approval, amendment type “Budget Revision”.*** Failure to submit the required information in a timely manner may adversely affect the future funding of this project. If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the CDC Staff Contacts section of this notice before the due date.

**Submit revised budget for approved amount.**

**Expanded Authority:** The recipient is permitted the following expanded authority in the administration of the award.

- Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 “Remarks” of the annual Federal Financial Report. If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient’s authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

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

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

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

**FUNDING RESTRICTIONS AND LIMITATIONS**

### **Notice of Funding Opportunity (NOFO) Restrictions:**

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - o publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - o 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 any legislative body
- **See *Additional Requirement (AR) 12*** for detailed guidance on this prohibition and ***additional guidance on lobbying for CDC recipients.***
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

### **Indirect Costs:**

Indirect costs are approved based on the recipient's approved Cost Allocation Plan dated January 31, 2022.

### **REPORTING REQUIREMENTS**

**Annual Federal Financial Report (FFR, SF-425)**: The Annual Federal Financial Report (FFR) SF-425 is required and must be submitted to **Payment Management System** no later than 90 days after the end of the budget period. The FFR for this budget period is due by **March 31, 2024**. Reporting timeframe is **January 1, 2023** through **December 31, 2023**. The FFR should only include those funds authorized and disbursed during the timeframe covered by the report

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

**Annual Performance Progress Reporting:** The Annual Performance Progress and Monitoring Report (is due no later than 120 days prior to the end of the budget period, and serves as the continuation application for the follow-on budget period. This report should include the information specified in the solicitation from the GMS/GMO via [www.grantsolutions.gov](http://www.grantsolutions.gov) .

**Performance Progress and Monitoring:** Performance information collection initiated under this grant/cooperative agreement has been approved by the Office of Management and Budget under **OMB Number 0920-1132, “Performance Progress and Monitoring Report”, Expiration Date 10/31/2022.** The components of the PPMR are available for download at: <https://www.cdc.gov/grants/already-have-grant/Reporting.html> .

**Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS):** Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services  
Jennifer Gilbert, Grants Management Specialist  
Centers for Disease Control and Prevention  
Prevention Infectious Disease Services  
2939 Flowers Road, MS TV-2  
Atlanta, GA 30341  
Email: [JGilbert@cdc.gov](mailto:JGilbert@cdc.gov) (Include “Mandatory Grant Disclosures” in subject line)

AND

U.S. Department of Health and Human Services  
Office of the Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator  
330 Independence Avenue, SW  
Cohen Building, Room 5527  
Washington, DC 20201

Fax: (202)-205-0604 (Include “Mandatory Grant Disclosures” in subject line) or  
Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for

failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

#### PROGRAM OR FUNDING GENERAL REQUIREMENTS

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

**Prior Approval:** All requests, which require prior approval, must bear the signature of the authorized organization representative. The recipient must submit these requests by **September 01, 2023**. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

#### The following types of requests require prior approval:

- Lift funding restriction
- Significant redirection of funds (i.e., cumulative changes of 25% of total award)
- Change in scope
- Implement a new activity or enter into a sub-award that is not specified in the approved budget
- Apply for supplemental funds
- Change in key personnel
- Extensions to period of performance

Templates for prior approval requests can be found at:

<http://www.cdc.gov/grants/alreadyhavegrant/priorapprovalrequests.html>

Templates for prior approval requests can be found at:

<http://www.cdc.gov/grants/alreadyhavegrant/priorapprovalrequests.html>.

Additional information on the electronic grants administration system CDC non-research awards utilize, Grants Solutions, can be found at:

<https://www.cdc.gov/grants/grantsolutions/index.html>.

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

#### PAYMENT INFORMATION

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn:*

*HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the “**P Account**”. Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on **page 2; item 34** of the Notice of Award must be known in order to draw down funds.

**CDC Staff Contacts Information is listed on page 1 of the NoA**

**Grants Management Specialist:** The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards.

**Program/Project Officer:** The PO is the federal official responsible for monitoring the programmatic, scientific, and/or technical aspects of grants and cooperative agreements, as well as contributing to the effort of the award under cooperative agreements.

**Grants Management Officer:** The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards. The GMO is the only official authorized to obligate federal funds and is responsible for signing the NoA, including revisions to the NoA that change the terms and conditions. The GMO serves as the counterpart to the business officer of the recipient organization.





**Recipient Information**

**1. Recipient Name**

CITY & COUNTY OF SAN FRANCISCO  
101 GROVE ST  
Population Health Division  
SAN FRANCISCO, CA 94102-4505  
[NO DATA]

**2. Congressional District of Recipient**  
12

**3. Payment System Identifier (ID)**  
1946000417A1

**4. Employer Identification Number (EIN)**  
946000417

**5. Data Universal Numbering System (DUNS)**  
103717336

**6. Recipient's Unique Entity Identifier (UEI)**  
DCTNHRGU1K75

**7. Project Director or Principal Investigator**

Mr. Willi McFarland  
Director, Center for Public Health Research  
Willi.McFarland@sfdph.org  
415-554-9093

**8. Authorized Official**

Mr. Sajid Shaikh  
Business Officer  
sajid.shaikh@sfdph.org  
415-255-3512

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. Jennifer Gilbert  
Grants Management Specialist  
ubh1@cdc.gov  
404-639-5399

**10. Program Official Contact Information**

Janet Burnett  
jyn6@cdc.gov  
404-639-5200

**Federal Award Information**

**11. Award Number**

6 NU62PS924778-02-01

**12. Unique Federal Award Identification Number (FAIN)**

NU62PS924778

**13. Statutory Authority**

Section 318(c) of the Public Health Service Act [42 U.S.C. Section 247c(c)], as amended.

**14. Federal Award Project Title**

National HIV Behavioral Surveillance (NHBS) - San Francisco

**15. Assistance Listing Number**

93.944

**16. Assistance Listing Program Title**

Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Virus Syndrome (AIDS) Surveillance

**17. Award Action Type**

Budget Revision

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	01/01/2023	<b>- End Date</b>	12/31/2023
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$0.00
20a. Direct Cost Amount			\$0.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$0.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$454,056.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$454,056.00
<b>26. Period of Performance Start Date</b>	01/01/2022	<b>- End Date</b>	12/31/2026
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance</b>			\$1,423,299.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Edna Green  
Grants Management Officer

**30. Remarks**

Budget Revision - Approved



<b>Recipient Information</b>
<b>Recipient Name</b> CITY & COUNTY OF SAN FRANCISCO 101 GROVE ST Population Health Division SAN FRANCISCO, CA 94102-4505 [NO DATA]
<b>Congressional District of Recipient</b> 12
<b>Payment Account Number and Type</b> 1946000417A1
<b>Employer Identification Number (EIN) Data</b> 946000417
<b>Universal Numbering System (DUNS)</b> 103717336
<b>Recipient's Unique Entity Identifier (UEI)</b> DCTNHRGU1K75
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Other

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$20,370.00
b. Fringe Benefits	\$9,370.00
c. Total Personnel Costs	\$29,740.00
d. Equipment	\$0.00
e. Supplies	\$0.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$2,500.00
i. Contractual	\$416,788.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$449,028.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$5,028.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$454,056.00</b>
<b>m. Federal Share</b>	<b>\$454,056.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-9391193	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390J3H	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390KC1	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0120
3-9391193	22NU62PS924778	PS	41.51	93.944	\$0.00	75-23-0950



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NU62PS924778-02-01

FAIN# NU62PS924778

Federal Award Date: 02/20/2023

**Direct Assistance**

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + B)
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

# AWARD ATTACHMENTS

CITY & COUNTY OF SAN FRANCISCO

6 NU62PS924778-02-01

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1. Terms and Conditions - Revised Budget

## **ADDITIONAL TERMS AND CONDITIONS OF THIS AWARD**

**REVISED BUDGET:** The purpose of this amended Notice of Award is to approve the revised budget submitted by your organization dated January 31, 2023. Funds have been distributed as indicated in the approved budget of this Notice of Award.

Please be advised that the recipient must exercise proper stewardship over Federal funds by ensuring that all cost charged to their cooperative agreement are allowable, allocable, necessary, and reasonable.

All other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed in writing, by the Grants Management Officer.

**PLEASE REFERENCE YOUR AWARD NUMBER ON ALL CORRESPONDENCE**

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**Center for Public Health Research**  
**National HIV Behavioral Surveillance System**  
*Jan 1, 2022 - Dec 31, 2023*

		<b>Year 1</b> <b>Project: 10037119</b> <b>1/1/22-12/31/22</b>	<b>Year 1</b> <b>Project: 10037119</b> <b>1/1/22 - 12/31/22</b>	<b>Year 2</b> <b>Project:10038055</b> <b>1/1/23 - 12/31/23</b>	<b>Year 2</b> <b>Project:10038055</b> <b>1/1/23 - 12/31/23</b>	<b>Total</b> <b>Amount</b>
	<b>Personnel -</b>					-
	Supervising Physician Specialist	19,930	29,895	20,370	20,370	90,565
						-
	<b>Fringe benefits</b>	9,162	12,668	9,370	9,370	40,570
						-
	<b>Travel</b>	-	-		1,520	1,520
						-
	<b>Contractual</b>	431,192	444,939	416,788	757,213	2,050,132
						-
	<b>Other</b>	4,000	5,000	2,500	6,500	18,000
						-
	<b>Indirect Costs</b>	4,983	7,474	5,028	5,027	22,512
<b>Total</b>		<b>469,267</b>	<b>499,976</b>	<b>454,056</b>	<b>800,000</b>	<b>2,223,299</b>

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**Center for Public Health Research**  
**National HIV Behavioral Surveillance System**  
*Jan 1, 2022 - Dec 31, 2023*

		<b>Year 1</b>	<b>Year 1</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 2</b>	<b>Year 2</b>	<b>Year 2</b>	<b>Total</b>
		<b>Core Activities</b>	<b>Optional</b>	<b>Optional</b>	<b>Core Activities</b>	<b>Optional</b>	<b>Optional</b>	<b>Optional</b>	<b>Amount</b>
		<b>1/1/22-12/31/22</b>	<b>population- Transgender women</b>	<b>Population – Women who engage in Sex Work</b>	<b>1/1/23 - 12/31/23</b>	<b>women Cycle Viral Hep Testing</b>	<b>Transgender women</b>	<b>Population – Women who engage in Sex Work</b>	
		<b>1/1/22-12/31/22</b>	<b>1/1/22 - 12/31/22</b>	<b>1/1/22 - 12/31/22</b>	<b>1/1/23 - 12/31/23</b>	<b>1/1/23 - 12/31/23</b>	<b>1/1/23 - 12/31/23</b>	<b>1/1/23 - 12/31/23</b>	<b>Amount</b>
	<b>Personnel -</b>								
	Supervising Physician Specialist	19,930	9,965	19,930	20,370		10,185	10,185	90,565
									-
	<b>Fringe benefits</b>	9,162	3,506	9,162	9,370		4,685	4,685	40,570
									-
	<b>Travel</b>	-		-			1,520		1,520
									-
	<b>Contractual</b>	431,192	231,538	213,401	416,788	150,000	377,096	230,117	2,050,132
									-
	<b>Other</b>	4,000	2,500	2,500	2,500		4,000	2,500	18,000
									-
	<b>Indirect Costs</b>	4,983	2,491	4,983	5,028		2,514	2,513	22,512
									-
<b>Total</b>		<b>469,267</b>	<b>250,000</b>	<b>249,976</b>	<b>454,056</b>	<b>150,000</b>	<b>400,000</b>	<b>250,000</b>	<b>2,223,299</b>

<b>Funding</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
Core NHBS	469,267	454,056	923,323
NHBS STI			
NHBS-Trans	250,000	400,000	650,000
NHBS-Trans Viral Hepatitis		150,000	150,000
NHBS-Trans STI			
NHBS-Wes	249,976	250,000	499,976
Total Funds Awarded	969,243	1,254,056	2,223,299



**From:** [Altman, Claire \(DPH\)](#)  
**To:** [Chan, Connie \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#)  
**Cc:** [Jalipa, Brent \(BOS\)](#); [Hsieh, Frances \(BOS\)](#); [Thornhill, Jackie \(BOS\)](#); [Hajee, Zahra \(BOS\)](#); [Thongsavat, Adam \(BOS\)](#); [Chung, Lauren \(BOS\)](#); [Prager, Jackie \(BOS\)](#); [Gallardo, Tracy \(BOS\)](#); [Tate, Moranda \(DPH - Contractor\)](#); [Wilson, Erin \(DPH - Contractor\)](#); [Validzic, Ana \(DPH\)](#); [Wong, Greg \(DPH\)](#)  
**Subject:** 6/21 Budget & Appropriations: DPH Retroactive Item  
**Date:** Tuesday, June 20, 2023 5:04:56 PM

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Hello Supervisors Chan, Mandelman, Safai, Ronen, and Walton,

The Department of Public Health (DPH) will request approval for one (1) retroactive item at the June 21<sup>st</sup> Budget and Appropriations Committee meeting. We've provided a brief description of the item and our DPH representative. Please let us know if you have any questions.

**Agenda item #6 - File no. 230711 - Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention - National Human Immunodeficiency Virus Behavioral Surveillance (NHBS) - San Francisco - \$2,223,299** - Resolution retroactively authorizing the Department of Public Health to accept and expend a grant increase in the amount of up to \$1,254,056 from the Centers for Disease Control and Prevention for a total amount of \$2,223,299 for participation in a program, entitled "National Human Immunodeficiency Virus Behavioral Surveillance (NHBS) - San Francisco," for the period of January 1, 2023, through December 31, 2023.

- **Description:** The National Human Immunodeficiency Virus Behavioral Surveillance (NHBS) in San Francisco is to conduct bio-behavioral surveillance activities among populations overburdened by HIV. NHBS will estimate levels and monitor changes over time in HIV prevalence and related risk and preventive behaviors. The short-term aims are to collect and use data to measure prevention, testing, and treatment program reach; guide the development and strengthening of these efforts; evaluate prevention activities; and inform prevention policy. Long-term use of NHBS data will improve prevention, care, and treatment services to reduce the burden and incidence of HIV.
- **Reason for Retroactive Request:** On December 5<sup>th</sup>, 2022, DPH received the award notice for a grant increase of \$454,056, for the period beginning January 1<sup>st</sup>, 2023. The grantor has also approved an additional \$800,000 in funding, which is contingent upon the enactment of federal appropriation bills and the availability of funds. Therefore, the legislation before this committee would authorize a grant increase of \$1,254,056, for a total grant amount of \$2,223,299. Upon receiving the award notice in December, DPH prepared the budget. DPH received a revised award notice on February 20<sup>th</sup>, 2023. Once the budget was final, the grant accept and expend packet was forwarded to the Controller's Office for review. On May 23<sup>rd</sup>, the Controller's Office finalized their review and forwarded to the Mayor's Office for introduction on June 6<sup>th</sup>, 2023.
- **DPH Representative:**
  - Moranda Tate | Project Coordinator, National HIV Behavioral Surveillance (NHBS), Center for Public Health Research, Department of Public Health | email: [moranda.tate@sfdph.org](mailto:moranda.tate@sfdph.org)
  - Erin Wilson | Senior Research Scientist, Center for Public Health Research, Department of Public Health | email: [erin.wilson@sfdph.org](mailto:erin.wilson@sfdph.org)

Thank you for your time and consideration,

Claire

**Claire Altman (Lindsay), MPH**

Senior Health Program Planner | Office of Policy and Planning

San Francisco Department of Public Health

[claire.altman@sfdph.org](mailto:claire.altman@sfdph.org) –updated email address

desk: 415-554-2667 | mobile: 831-239-1094

*Preferred Pronouns: she/her/hers*

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London N. Breed  
Mayor

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Dr. Grant Colfax  
Director of Health  
**DATE:** 6/7/2023  
**SUBJECT:** Grant Accept and Expend  
**GRANT TITLE:** National HIV Behavioral Surveillance (NHBS) - \$2,223,299

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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: 554-2521

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

Certified copy required Yes

No