

File No. 180945

Committee Item No. 4  
Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 18, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

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

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong  
Completed by: Linda Wong

Date October 12, 2018  
Date \_\_\_\_\_

1 [Accept and Expend Grant - National HIV Behavioral Surveillance - San Francisco - Bio-  
2 Behavioral Surveillance Activities - \$1,025,539]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant increase of \$466,606 for a total amount of \$1,025,539 from Centers for**  
5 **Disease Control and Prevention to participate in a program, entitled "National HIV**  
6 **Behavioral Surveillance - San Francisco," to continue ongoing bio-behavioral**  
7 **surveillance activities among populations at high risk for HIV infection for the period of**  
8 **January 1, 2018, through December 31, 2018.**

9  
10 WHEREAS, Centers for Disease Control and Prevention has agreed to fund  
11 Department of Public Health (DPH) in the amount of \$1,025,539 for the period of January 1,  
12 2018, through December 31, 2018; and

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

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

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

20 WHEREAS, Data collected informs HIV prevention and care priorities and planning and  
21 also leads to improvements in HIV prevention programs in order to reduce new infections in  
22 the city; and

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

24 WHEREAS, A request for retroactive approval is being sought because DPH received  
25 the full award agreement on August 22, 2018, for a project start date of January 1, 2018; and

1           WHEREAS, The AAO budget for FY2016-2017 was approved in the amount of  
2 \$558,933; and

3           WHEREAS, An increase of \$466,606 from \$558,933 was approved for the period of  
4 January 1, 2018, through December 31, 2018, for a total amount of \$1,025,539; and

5           WHEREAS, The budget includes a provision for indirect costs in the amount of  
6 \$28,455; now, therefore, be it

7           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
8 in the amount of \$1,025,539 from Centers for Disease Control and Prevention; and, be it

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

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


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RECOMMENDED:

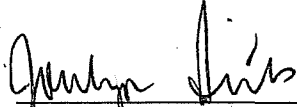


Greg Wagner  
Acting Director of Health

APPROVED:



for Office of the Mayor



for Office of the Controller

File Number: 180945  
(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: **Willi McFarland** Telephone: **415-554-9016**
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$1,025,539 [Year 3 (01/01/2018-12/31/2018)]**

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

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

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

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

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

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

**Approved Year Three Project:**

**Start-Date: 01/01/2018**

**End-Date: 12/31/2018**

**Full Project Period:**

**Start-Date: 01/01/2016**

**End-Date: 12/31/2020**

10a. Amount budgeted for contractual services: **\$842,534**

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

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

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

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

b1. If yes, how much? **\$28,455**

b2. How was the amount calculated? **25% of total salaries and benefits**

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

**We respectfully request for approval to accept and expend these funds retroactive to January 01, 2018. The Department received the full award agreement on August 22, 2018.**

**The final award approved for HCD123/1800 for budget period January 1, 2018 - December 31, 2018 is \$1,025,539 compared to the AAO budget of \$558,933 for FY2017-2018. An increase of \$466,606 was approved for a total of \$1,025,539.**

**Dept ID: 162646  
Authority ID: 10001  
Project ID: 10029375**

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

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

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

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


Comments:

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

Toni Rucker, PhD  
(Name)

DPH ADA Coordinator  
(Title)

Date Reviewed: 09/14/2018


  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Greg Wagner  
(Name)

Acting Director of Health  
(Title)

Date Reviewed: 9/14/18

  
(Signature Required)

1. DATE ISSUED MM/DD/YYYY 08/22/2018 | 2. CFDA NO. 93.944 | 3. ASSISTANCE TYPE Cooperative Agreement

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

**NOTICE OF AWARD**

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

1a. SUPERSEDES AWARD NOTICE dated 08/08/2018 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

4. GRANT NO. 6 NU62PS005077-03-05 Formerly 1U62PS005077-01 | 5. ACTION TYPE Post Award Amendment

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

7. BUDGET PERIOD MM/DD/YYYY From 01/01/2018 Through 12/31/2018

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

9a. GRANTEE NAME AND ADDRESS CITY & COUNTY OF SAN FRANCISCO  
Alternate Name: San Francisco Department of Public Health  
1380 Howard St Ste 423A  
Public Health Department  
San Francisco, CA 94103-2638

9b. GRANTEE PROJECT DIRECTOR Mr. Willi McFarland  
101 GROVE ST  
SAN FRANCISCO, CA 94102-4505  
Phone: 415-554-9093

10a. GRANTEE AUTHORIZING OFFICIAL Mr. Sajid Shaikh  
101 Grove St  
San Francisco, CA 94102-4505  
Phone: 415-255-3512

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

**ALL AMOUNTS ARE SHOWN IN USD**

<b>11. APPROVED BUDGET (Excludes Direct Assistance)</b>	
I Financial Assistance from the Federal Awarding Agency Only	I
II Total project costs including grant funds and all other financial participation	
a. Salaries and Wages .....	77,977.00
b. Fringe Benefits .....	35,846.00
c. Total Personnel Costs .....	113,823.00
d. Equipment .....	0.00
e. Supplies .....	32,227.00
f. Travel .....	0.00
g. Construction .....	0.00
h. Other .....	8,500.00
i. Contractual .....	842,534.00
<b>j. TOTAL DIRECT COSTS</b> →	<b>997,084.00</b>
k. INDIRECT COSTS	28,455.00
<b>l. TOTAL APPROVED BUDGET</b>	<b>1,025,539.00</b>
m. Federal Share	1,025,539.00
n. Non-Federal Share	0.00

<b>12. AWARD COMPUTATION</b>	
a. Amount of Federal Financial Assistance (from item 11m)	1,025,539.00
b. Less Unobligated Balance From Prior Budget Periods	195,938.00
c. Less Cumulative Prior Award(s) This Budget Period	829,601.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>0.00</b>
<b>13. Total Federal Funds Awarded to Date for Project Period</b>	<b>2,167,858.00</b>

<b>14. RECOMMENDED FUTURE SUPPORT</b> (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 4		d. 7	
b. 5		e. 8	
c. 6		f. 9	

<b>15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b>	
a. DEDUCTION COSTS	b
b. ADDITIONAL COSTS	
c. MATCHING	
d. OTHER RESEARCH (Add / Deduct Option)	
e. OTHER (See REMARKS)	

**16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:**

a. The grant program legislation  
b. The grant program regulations.  
c. This award notice including terms and conditions, if any, noted below under REMARKS.  
d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -  Yes  No)  
Carryover Request approved in the amount of \$20,664

GRANTS MANAGEMENT OFFICER Arthur Lusby, Grants Management Officer, Team Lead

17. OBJ CLASS 41.51	18a. VENDOR CODE 1946000417A1	18b. EIN 946000417	19. DUNS 103717336	20. CONG. DIST. 12	
FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 7-9391313	b. 005077PS16	c. 93.944	d. PS	e. \$0.00	f. 75-17-0950
22. a. 7-93908NR	b. 005077PS16	c. 93.944	d. PS	e. \$0.00	f. 75-17-0120
23. a. 7-9391193	b. 005077PS16	c. 93.944	d. PS	e. \$0.00	f. 75-17-0950



NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 08/22/2018
GRANT NO. 6 NU62PS005077-03-05	

FY-ACCOUNT NO.	DOCUMENT NO.	CFDA	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
24.a. 7-9213760	b. 005077PS16	c. 93.944	d. PS	e. \$0.00	f. 75-17-0950

**Direct Assistance**

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

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 08/22/2018
GRANT NO. 6 NU62PS005077-03-05	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
01/01/2016	12/31/2016	Annual	03/31/2017
01/01/2017	12/31/2017	Annual	03/31/2018
01/01/2018	12/31/2018	Annual	03/31/2019

# AWARD ATTACHMENTS

San Francisco Department of Public Health

6 NU62PS005077-03-05

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1. Carryover Terms and Conditions

**Notice of Funding Opportunity (NOFO): PS16-1601**

**Award Number: U65PS005077-03-05**

**Award Type: Cooperative Agreement**

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

**ADDITIONAL TERMS AND CONDITIONS**

\*\*\*\*\*

**PURPOSE:** This amended Notice of Award approves **\$20,664** in carryover of unobligated funds from budget period **02** to budget period **03**, as requested by the recipient on **May 16, 2018**.

These funds have been approved by cost categories as follows:

**Contractual- \$20,664**

Total Amount Approved for Carryover: **\$20,664**

**UNOBLIGATED FUNDS:** Unobligated funds in the amount of **\$20,664** have been applied to this award. Please note that if the actual amount of available unobligated funds is less than the amount used in this action, then the total approved budget may be reduced by the difference in a subsequent award action, thus reducing the amount of the current award.

**These funds are approved for the *current fiscal year budget period only* with no commitment for continued support in future budget periods.**

Grant Document Number: 005077PS16

Subaccount Title: PS161601COOPAGREEM16

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

All the 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 AWARD NUMBER ON ALL CORRESPONDENCE**

**Office of Grants Services Contact:**

LaQuenda White, B.S., BIS, Grants Management Specialist

Centers for Disease Control and Prevention (CDC)

Office of Grants Services (OGS)

Infectious Disease Service Branch

2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2648  
Email: [hkv3@cdc.gov](mailto:hkv3@cdc.gov)

Edna Green, Sr. Grants Management Officer  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Infectious Disease Service Branch  
2920 Brandywine Road, Mail Stop E-15  
Atlanta, GA 30341-4146  
Telephone: (770) 488-2858  
Email: [EGreen@cdc.gov](mailto:EGreen@cdc.gov)

## San Francisco Department of Public Health (SFDPH)

## Center for Public Health Research

## National HIV Behavioral Surveillance System

## Core Activities

DUNS #1037173360000

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

## Budget Summary

A.	Personnel	\$41,857
B.	Mandatory Fringe	\$19,241
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$5,667
F.	Contractual	\$353,027
G.	Other Expenses	\$2,500
	<b>TOTAL DIRECT COSTS</b>	<b>\$422,292</b>
H.	Indirect Costs (25% of Total Personnel)	\$15,274
	<b>TOTAL BUDGET FOR YEAR 2018</b>	<b>\$437,566</b>

**Year 3: Detail Line-Item Budget and Justification: January 1, 2018 – December 31, 2018****A. PERSONNEL****B. MANDATORY FRINGE**

1. 0.10 2233 - Supervising Physician Specialist: Willi McFarland, MD, PHD, MPH&TM

Annual Salary \$187,100 @ 0.10 FTE for 12 months = \$18,710

Mandatory Fringe Benefits @ 45.97% = \$8,600 \$27,310

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.

2. 0.25 2802 - Epidemiologist I: Yea Hung Chen

Annual Salary \$92,589 x 0.25 FTE for 12 months = \$23,147

Mandatory Fringe Benefits @ 45.97% = \$10,641 \$33,788

Dr. Chen will also be primarily responsible for data management and analysis of study results.

**Total Salaries** **\$41,857**

**Total Fringe** **\$19,241**

**TOTAL PERSONNEL:** **\$61,098**

**C. TRAVEL** **\$0**

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

**E. MATERIALS AND SUPPLIES** **\$5,667**

1. Educational Supplies \$1,642

Costs of condoms and lubricants.

\$182 x 6 months = \$1,092

Costs for educational information handouts

\$182 x 6 months = \$550

2. HIV confirmatory tests \$4,025

Costs of HIV confirmatory tests, \$8.05 X 500 = \$4,025

**F. CONTRACTUAL \$353,027**

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

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

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

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

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

Itemized budget with narrative justification:

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

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

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

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

- ii) 0.25 Research Coordinator: Jess Lin, MPH

Annual Salary \$103,000 x 0.25 FTE for 8 months = \$17,167	
Mandatory Fringe Benefit @37.18% = \$6,383	\$23,549

This position will be responsible for high level day to day coordination of all study activities. The research coordinator will supervise the project coordinator and team lead.

- iii) 1.0 Project Coordinator: Desmond Miller

Annual Salary \$70,366 x 1.0 FTE for 7 months = \$41,047	
Mandatory Fringe Benefit @37.18% = \$15,261	\$56,308



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 Research Assistant (Team Lead): Danie Veloso

Annual Salary \$67,526 x 1.0 FTE for 7 months = \$39,390

Mandatory Fringe Benefits @ 37.18% = \$14,645 \$54,035

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) 0.10 Research Assistant: Corey Drew

Annual Salary \$50,885 x 1.0 FTE for 6 months = \$25,443

Mandatory Fringe Benefits @37.18% = \$9,460 \$34,902

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 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 6 months = \$12,721

Mandatory Fringe Benefits @37.18% = \$4,730 \$17,451

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 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 6 months = \$12,721

Mandatory Fringe Benefits @37.18% = \$4,730 \$17,451

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.

viii) 0.50 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 4 months = \$8,481  
 Mandatory Fringe Benefits @37.18% = \$3,153 \$11,634

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.

**TOTAL PHFE SALARIES \$163,304**

**TOTAL PHFE MANDATORY FRINGE BENEFITS \$58,995**

Erin Wilson: Fringe @ 10% of total salaries = \$633  
 Other personnel: Fringe @ 37.18% of total salaries = \$58,361

**TOTAL PHFE PERSONNEL COST \$222,298**

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

1. Local Travel \$500

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

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

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

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

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

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

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

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

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

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

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

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

**d. PHFE EQUIPMENT \$8,000**

1) Funds to purchase replacement tablets for data collection.

**e. PHFE MATERIALS AND SUPPLIES \$16,000**

- 1) HIV test kits, 1,000 Insti, X \$10 X 1,000 participants \$10,000
- 2) Costs associated with shipping HIV-positive specimens to Atlanta for HIV incidence testing. \$1200
- 3) HIV test kits, 253second line tests X \$15.02 = \$3800

**f. PHFE CONTRACTUAL SERVICES \$27,550**

**Rutgers University**

0.10 Co-Investigator: H. Fisher Raymond, DrPH TBD

Annual Salary \$145,000 x 0.10 FTE for 12 months = \$14,500  
Mandatory Fringe Benefits @52% = \$7,540 \$22,040

As Co- Investigator for the NHBS this position has primary responsibility for assisting with planning, developing, directing, and evaluating all scientific aspects of the study. This position assists in the development of survey protocols, policies, procedures and instruments.

**TOTAL Rutgers DIRECT COST \$22,040**

**TOTAL Rutgers INDIRECT COST (25% of Direct Costs) \$5,510**

**TOTAL Rutgers Subcontract \$27,550**

**g. PHFE OTHER COSTS \$34,126**

- 1) Telephone/communication \$386
- 2) Shipping costs to ship specimens to Atlanta \$2,240
- 3) Printing for study referral coupons \$500
- 4) Key informant incentives, 20 @\$50 \$1,000
- 5) Main study participant incentives 500 @ \$60 \$30,000

**TOTAL PHFE DIRECT COST \$313,802**

<b>TOTAL PHFE INDIRECT COST (12.5% of Direct Costs)</b>	<b>\$39,225</b>
<b>TOTAL CONTRACTUAL (PHFE):</b>	<b>\$353,027</b>
<b>G. OTHER</b>	<b>\$2,500</b>
1. Other Fees	\$2,500
Funds to pay IRB review fees. All reviews require payment of a review fee. Costs \$2,500 is for initial IRB review.	
<b>TOTAL DIRECT EXPENSES:</b>	<b>\$422,292</b>
<b>H. INDIRECT COSTS (25% of total personnel)</b>	<b>\$15,274</b>
<b>TOTAL BUDGET FOR YEAR 2018:</b>	<b>\$437,566</b>

San Francisco Department of Public Health (SFPDH)

Center for Public Health Research

**National HIV Behavioral Surveillance**

**Carry Forward Budget Summary: January 1, 2018 – December 31, 2018**

A.	Personnel	\$0
B.	Mandatory Fringe	\$0
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$20,664
G.	Other Expenses	\$0
	<b>TOTAL DIRECT COSTS</b>	<b>\$20,664</b>
H.	Indirect Costs (25% of Salaries & Benefits)	\$0
	<b>TOTAL BUDGET</b>	<b>\$20,664</b>

**Carry Forward Budget and Justification: January 1, 2018 – December 31, 2018**

<b>A.</b>	<b>PERSONNEL</b>	<b>\$0</b>
<b>B.</b>	<b>TOTAL PERSONEL</b>	<b>\$0</b>
<b>C.</b>	<b>TOTAL MANDATORY FRINGE</b>	<b>\$0</b>
<b>D.</b>	<b>TRAVEL</b>	<b>\$0</b>
<b>E.</b>	<b>EQUIPMENT</b>	<b>\$0</b>
<b>F.</b>	<b>MATERIALS AND SUPPLIES</b>	<b>\$0</b>
<b>G.</b>	<b>CONTRACTUAL</b>	<b>\$20,664</b>

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

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: 6/1/18 – 12/31/18

Method of accountability: The contractor will follow the CDC and HIV/AIDS Statistics and Epidemiology Section procedures; will follow strict performance timelines; contractor’s performance will be monitored and evaluated by the Health Program Coordinator III; payment to contractor will be based on fee for service.

Description of activities: PHFE will provide one staff to assist with subject recruitment and interviewing of members of target populations.

Itemized budget with narrative justification:

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

i)	0.50	Research Associate TBD	
		6 Months Salary (\$50,500 annual at .5FTE for 6 months)	\$12,625
		Mandatory Fringe Benefits @ 37.18% = \$4,694	\$17,319

This position will have the primary responsibility to assist the PI and PD with data collection and ongoing formative assessment activities during data collection. They will help to maintain a smooth study flow for participants checking in, waiting for, and completing study appointments, to ensure that participants are comfortable in the study site. They will conduct ongoing formative observations and outreach to recruit new seeds as needed. Their one time assistance with field operations will enhance our ability to recruit the total sample size for IDU5.

<b>TOTAL PHFE PERSONNEL AND MFB</b>	<b>\$17,319</b>
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c.	PHFE TRAVEL	\$0
d.	PHFE EQUIPMENT	\$0
e.	PHFE MATERIALS AND SUPPLIES	\$0
f.	PHFE CONTRACTUAL SERVICES	\$0
g.	PHFE OTHER COSTS	\$1,050
i)	Printing – 500 appointment cards @ \$150/250 cards	\$300

Printing costs for appointment cards regarding returning for confirmatory testing results and appointment cards for participants who cannot be immediately accommodated for walk-in appointments.

ii)	Phone - \$125/month for 6 months	\$750
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Study cell phone and monthly service for 6 months is being requested to field calls regarding confirmatory test results. This will enhance our ability to provide results to participants in a timely manner.

	<b>TOTAL PHFE DIRECT COST</b>	<b>\$18,369</b>
	<b>TOTAL PHFE INDIRECT COST (12.5% of Direct Costs)</b>	<b>\$2,295</b>
	<b>TOTAL PHFE SUBCONTRACT</b>	<b>\$20,664</b>
<b>H.</b>	<b>OTHER</b>	<b>\$0</b>
	<b>TOTAL DIRECT EXPENSES:</b>	<b>\$20,664</b>
<b>I.</b>	<b>INDIRECT COSTS (25% of total salaries &amp; benefits)</b>	<b>\$0</b>
	<b>TOTAL BUDGET:</b>	<b>\$20,664</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, 2018– December 31, 2018

Budget Summary

A.	Personnel	\$19,555
B.	Mandatory Fringe	\$8,990
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$3,185
F.	Contractual	\$235,637
G.	Other Expenses	\$2,000
	<b>TOTAL DIRECT COSTS</b>	<b>\$26,9,367</b>
H.	Indirect Costs (25% of Total Personnel)	\$7,136
	<b>TOTAL BUDGET FOR YEAR 2018</b>	<b>\$276,503</b>



**Year 2: Detail Line-Item Budget and Justification: January 1, 2018 – December 31, 2018****A. PERSONNEL****B. MANDATORY FRINGE**

1. 0.10 2233 – Sr. Supervising Physician Specialist: Willi McFarland, MD, PPHD, MPH&TM

Annual Salary \$187,100 x 0.10 FTE for 6 months = \$9,355  
 Mandatory Fringe Benefits @ 45.97% = \$4,300 \$13,655

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

2. 0.10 0922 – Manager. I: TBD

Annual Salary \$136,000 x 0.10 FTE for 9 months = \$10,200  
 Mandatory Fringe Benefits @ 45.97% = \$4,689 \$14,889

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.

**Total Salaries** **\$19,555**  
**Total Fringe** **\$8,990**

**TOTAL PERSONNEL:** **\$28,545**

**C. TRAVEL** **\$0**

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

**E. MATERIALS AND SUPPLIES** **\$3,185**

- 1) HIV confirmatory tests. 60@ \$44.75 = \$2,685  
 2) Educational Supplies \$500

**F. CONTRACTUAL** **\$235,637**

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

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: 1/1/2018 – 12/31/2018

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

Description of activities: 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:

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

- i) 0.10 Research Associate: Erin Wilson, DrPH.

Annual Salary \$126,680 x 0.10 FTE for 12 months = \$9,501

Mandatory Fringe Benefit @10% = \$950 \$10,451

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance among trans women. She will also participate closely in the analysis and dissemination of study results.

- ii) 0.15 Research Coordinator: Jess Lin, MPH

Annual Salary \$103,000 x 0.15 FTE for 9 months = \$11,588

Mandatory Fringe Benefit @37.18% = \$4,308 \$15,896

This position will be responsible for high level day to day coordination of all study activities. The research coordinator will supervise the project coordinator and team lead.

- iii) 1.0 Project Coordinator: TBD

Annual Salary \$70,366 x 1.00 FTE for 9 months = \$52,775

Mandatory Fringe Benefits @ 37.18% = \$19,622 \$72,396

This position will be responsible for coordinating daily aspects of the study including conducting formative assessment activities.

iv) 0.50 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 9 months = \$19,082  
 Mandatory Fringe Benefits @37.18% = \$7,095 \$26,177

This position will be responsible for greeting study participants, determining eligibility, conducting surveys and conducting formative assessment key informant interviews and facilitating focus groups.

v) 0.50 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 5 months = \$10,601  
 Mandatory Fringe Benefits @37.18% = \$3,941 \$14,543

This position will be responsible for greeting study participants, determining eligibility, conducting surveys and conducting formative assessment key informant interviews and facilitating focus groups.

vi) 0.50 Research Assistant: TBD

Annual Salary \$50,885 x 0.50 FTE for 5 months = \$10,601  
 Mandatory Fringe Benefits @37.18% = \$3,941 \$14,543

This position will be responsible for greeting study participants, determining eligibility, conducting surveys and conducting formative assessment key informant interviews and facilitating focus groups.

**TOTAL HELUNA HEALTH PERSONNEL \$114,147**  
**TOTAL HELUNA HEALTH MFBS \$39,857**

**c. HELUNA HEALTH TRAVEL \$2,500**

**1. Local Travel \$2,500**

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. \$2,500

**d. HELUNA HEALTH EQUIPMENT \$5,000**

Cost for Computing devices and software to administer survey.

<b>e.</b>	<b>HELUNA HEALTH MATERIALS AND SUPPLIES</b>	<b>\$10,479</b>
1)	Office Supplies = \$500	
2)	Laboratory Supplies = \$9,979	
<b>f.</b>	<b>HELUNA HEALTH CONTRACTUAL SERVICES</b>	<b>\$10,331</b>

#### Rutgers University

0.05	Co-Investigator: H. Fisher Raymond, DrPH TBD	\$8,265
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Annual Salary \$145,000 x 0.05 FTE for 9 months = \$5,438

Mandatory Fringe Benefits @52% = \$2,828

As Co- Investigator for the NHBS this position has primary responsibility for assisting with planning, developing, directing, and evaluating all scientific aspects of the study. This position assists in the development of survey protocols, policies, procedures and instruments.

<b>TOTAL Rutgers DIRECT COST</b>	<b>\$8,265</b>
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<b>TOTAL Rutgers INDIRECT COST (25% of Direct Costs)</b>	<b>\$2,066</b>
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<b>TOTAL Rutgers Subcontract</b>	<b>\$10,331</b>
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<b>g.</b>	<b>HELUNA HEALTH OTHER COSTS</b>	<b>\$27,140</b>
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1)	Telephone/communication	\$1,440
2)	Shipping costs to ship specimens to Atlanta	\$1,200
3)	Printing for study referral coupons	\$500
4)	Main study participant incentives 400 @ \$60	\$24,000

<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$209,455</b>
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<b>TOTAL HELUNA HEALTH INDIRECT COST (12.5% of Direct Costs)</b>	<b>\$26,182</b>
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<b>TOTAL CONTRACTUAL (HELUNA HEALTH):</b>	<b>\$235,637</b>
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<b>G.</b>	<b>OTHER</b>	<b>\$2,000</b>
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1.	Other Fees	\$2,000
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Funds to pay IRB review fees. All reviews require payment of a review fee

<b>TOTAL DIRECT EXPENSES:</b>	<b>\$269,367</b>
<b>H. INDIRECT COSTS (25% of total personnel)</b>	<b>\$7,136</b>
<b>TOTAL BUDGET FOR YEAR 2018:</b>	<b>\$276,503</b>

San Francisco Department of Public Health (SFPDH)

Center for Public Health Research

National HIV Behavioral Surveillance System

Optional Population – Trans women

**Interim FFR and Carry Forward Request**

DUNS #1037173360000

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

Budget Summary

A.	Personnel	\$12,150
B.	Mandatory Fringe	\$5,585
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$0
F.	Contractual	\$149,105
G.	Other Expenses	\$4,000
	<b>TOTAL DIRECT COSTS</b>	<b>\$170,840</b>
H.	Indirect Costs (25% of Total Salaries & Benefits)	\$4,434
	<b>TOTAL BUDGET FOR YEAR 2018</b>	<b>\$175,274</b>

**Year 1: Detail Line-Item Budget and Justification: January 1, 2018 – December 31, 2018****A. PERSONNEL****B. MANDATORY FRINGE**

**Note: We are in the process of identifying a new PI. Dr. McFarland will serve as interim PI until such time as that individual is identified.**

## 1. 0.05 0922 – Manager I: TBD (PI)

Annual Salary \$136,900 x 0.05 FTE for 9 months = \$5,134

Mandatory Fringe Benefits @ 45.97% = \$2,360

\$7,494

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

## 2. 0.05 2332 – Sr. Supervising Physician Specialist: W. McFarland

Annual Salary \$187,100 x 0.05 FTE for 9 months = \$7,016

Mandatory Fringe Benefits @ 45.97% = \$3,225

\$10,242

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

**Total Salaries****\$12,150****Total Fringe****\$5,585****TOTAL PERSONNEL:****\$17,735****C. TRAVEL****\$0****D. EQUIPMENT****\$0****E. MATERIALS AND SUPPLIES****\$0**

**F. CONTRACTUAL**

1. Name of contractor: Heluna Helath (formerly dba. Public Health Foundation Enterprises, Inc. (PHFE))

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: 1/1/2018 – 12/31/2018

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

Description of activities: 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:

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

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

9 months salary = \$4,738  
Mandatory Fringe Benefit @10% = \$474 \$5,212

This position will be responsible for guiding and overseeing formative assessment activities in preparation for implementing behavioral surveillance among trans women. She will also participate closely in the analysis and dissemination of study results.

- ii) 1.0 Project Coordinator: TBD

9months salary = \$54,750  
Mandatory Fringe Benefits @ 37.18% = \$20,356 \$75,106

This position will be responsible for coordinating daily aspects of the study including conducting formative assessment activities.

- iii) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @37.18% = \$4,694 \$17,319



This position will be responsible for greeting study participants, determining eligibility, conducting surveys and conducting formative assessment key informant interviews and facilitating focus groups.

iv) 0.50 Research Assistant: TBD

Annual Salary \$50,500 x 0.50 FTE for 6 months = \$12,625  
Mandatory Fringe Benefits @37.18% = \$4,694 \$17,319

This position will be responsible for greeting study participants, determining eligibility, conducting surveys and conducting formative assessment key informant interviews and facilitating focus groups.

**TOTAL HELUNA HEALTH PERSONNEL AND MFB \$114,956**

**c. HELUNA HEALTH TRAVEL \$5,250**

1. Local Travel \$250

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. \$250

2. Out-of-Jurisdiction Travel \$5,000

1. Costs associated with attending the annual PI meeting for Principal Investigator , Co-Investigator and Project Coordinator.

3 x RT airfare SFO – ATL @ \$980 = \$2,940

3 x 4 nights hotel accommodation @ \$130 per night = \$1,560

2 x 4 M and IE @ \$55= \$ 440

3 X Ground Transportation @\$20 = \$60

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

**e. HELUNA HEALTH MATERIALS AND SUPPLIES \$500**

1) Costs associated with general office supplies.

**f. HELUNA HEALTH CONTRACTUAL SERVICES \$10,331**

### Rutgers University

0.05 Co-Investigator: H. Fisher Raymond, DrPH TBD

Annual Salary \$145,000 x 0.05 FTE for 9 months = \$5,438  
 Mandatory Fringe Benefits @52% = \$2,828 \$8,265

As Co- Investigator for the NHBS this position has primary responsibility for assisting with planning, developing, directing, and evaluating all scientific aspects of the study. This position assists in the development of survey protocols, policies, procedures and instruments.

**TOTAL Rutgers DIRECT COST \$8,265**  
**TOTAL Rutgers INDIRECT COST (25% of Direct Costs) \$2,066**  
**TOTAL Rutgers Subcontract \$10,331**

**g. HELUNA HEALTH OTHER COSTS \$1,500**  
 1) Stipends total \$1,500.  
 Incentive stipends for study participants. The following is a detailed breakdown of the incentive structure:  
 30 participants X \$50 for key informant interviews \$1,000

**TOTAL HELUNA EHATLH DIRECT COST \$132,537**  
**TOTAL HELUNA HEALTH INDIRECT COST (12.5% of Direct Costs)\$16,568**  
**TOTAL HELUNA HEALTH SUBCONTRACT \$149,105**

**G. OTHER**

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

**TOTAL OTHER: \$4,000**  
**TOTAL DIRECT EXPENSES: \$170,840**

**H. INDIRECT COSTS (25% of total salaries & Benefits) \$4,434**

**TOTAL BUDGET FOR YEAR 2018: \$175,274**

San Francisco Department of Public Health (SFDPH)

Center for Public Health Research

National HIV Behavioral Surveillance System

HEP Testing IDU5

DUNS #1037173360000

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

Budget Summary

A.	Personnel	\$4,415
B.	Mandatory Fringe	\$2,030
C.	Travel	\$0
D.	Equipment	\$0
E.	Materials and Supplies	\$23,375
F.	Contractual	\$84,101
G.	Other Expenses	\$0
	<b>TOTAL DIRECT COSTS</b>	<b>\$113,921</b>
H.	Indirect Costs (25% of Total personnel)	\$1,611
	<b>TOTAL BUDGET FOR YEAR 2018</b>	<b>\$115,532</b>

**Year 1: Detail Line-Item Budget and Justification: January 1, 2018 – December 31, 2018****A. PERSONNEL****B. MANDATORY FRINGE**

1. 0.12 2802 - Bacteriological Lab. Asst.

Annual Salary  $\$73,589 \times 0.12$  FTE for 6 months = \$4,415

Mandatory Fringe Benefits @ 45.97% = \$2,030 \$6,445

The lab assistant will coordinate and run STI Testing.

**Total Salaries** **\$4,415**

**Total Fringe** **\$2,030**

**TOTAL PERSONNEL:** **\$6,445**

**C. TRAVEL** **\$0**

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

**E. MATERIALS AND SUPPLIES** **\$23,375**

1. HCV RNA test kits \$23,375

Costs of test kits.

$\$46.75 \times 500$  participants = \$23,375

**F. CONTRACTUAL** **\$84,101**

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

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: 1/1/2018 – 12/31/2018

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:

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

**1. 0.50 Research Associate, TBD**

Annual Salary  $\$50,500 \times 0.50$  FTE for 7 months = \$14,842  
 Mandatory Fringe Benefits @ 37.18% = \$5,518 \$20,360

**2. 0.50 Research Associate, TBD**

Annual Salary  $\$50,500 \times 0.50$  FTE for 7 months = \$14,842  
 Mandatory Fringe Benefits @ 37.18% = \$5,518 \$20,360

**3. 0.50 Research Associate, TBD**

Annual Salary  $\$50,500 \times 0.50$  FTE for 7 months = \$14,841  
 Mandatory Fringe Benefits @ 37.18% = \$5,518 \$20,359

**Total Heluna Health Personnel: \$44,525**  
**Total Heluna Health Fringes: \$16,554**

**c. HELUNA HEALTH TRAVEL \$0**

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

**e. HELUNA HEALTH MATERIALS AND SUPPLIES \$8,678**

1. Shipping costs for specimens to be sent to CDC  
 6 months X 4 weeks X \$166.06per week = \$3,986

2. Hepatitis B Panel  
 \$40 X 50 participants = \$2,000

3. HCV POC rapid tests  
 \$60 X 50 participants = \$3,000

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

**g. HELUNA HEALTH OTHER COSTS \$5,000**

1. Incentive stipends for HEP testing among participants.  
200 participants x @ \$25 for HEP Testing. = \$5,000

<b>TOTAL HELUNA HEALTH DIRECT COST</b>	<b>\$74,757</b>
<b>TOTAL HELUNA HEALTH INDIRECT COST (12.5% of Direct Costs)</b>	<b>\$9,345</b>
<b>TOTAL HELUNA HEALTH SUBCONTRACT</b>	<b>\$84,101</b>
<b>G. OTHER</b>	<b>\$0</b>
<b>TOTAL DIRECT EXPENSES:</b>	<b>\$113,921</b>
<b>H. INDIRECT COSTS (25% of total personnel)</b>	<b>\$1,611</b>
<b>TOTAL BUDGET FOR YEAR 2018:</b>	<b>\$115,532</b>

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

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

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
<b>A. PERSONNEL</b>										
<b>HIV SEROEPIDEMIOLOGY</b>										
1 Supervising Physician Specialist 2233 1 McFarland	187,100	86,010	273,110	10%	0.10	15,592	12	18,710	8,600	27,310
2 Epidemiologist II 2802 5 YH Chen	92,589	42,563	135,152	25%	0.25	7,716	12	23,147	10,641	33,788
<b>TOTAL SALARYFRINGE</b>	<b>279,689</b>	<b>128,573</b>	<b>408,262</b>		<b>0.35</b>			<b>41,857</b>	<b>19,241</b>	<b>61,098</b>
00101 SALARIES										41,857
00103 FRNG BN										19,241
<b>SUB TOTAL</b>										<b>61,098</b>
<b>C. TRAVEL</b>										
1. Local Travel (02301)										0
2. Out-of-Jurisdiction Travel(02101)										0
<b>Sub Total TRAVEL</b>										<b>0</b>
<b>D. EQUIPMENT</b>										
1.										0
<b>Sub Total EQUIPMENT</b>										<b>0</b>
<b>E. MATERIALS AND SUPPLIES</b>										
1. Office Supplies										0
2. Educational Supplies										4,025
3. HIV confirmatory tests										1,642
4. HCV RNA test kist										0
<b>Sub Total SUPPLIES</b>										<b>5,667</b>
<b>F. CONTRACTUAL SERVICES (02789)</b>										
1 Heluna Health										353,027
<b>Sub Total CONTRACTS</b>										<b>353,027</b>
<b>G. OTHER</b>										
1. Rent										0
2. IRB Review (02799)										2,500
<b>Sub TOTAL OTHER</b>										<b>2,500</b>
<b>TOTAL DIRECT COST</b>										<b>422,292</b>
<b>H. INDIRECT COST (25% of total personnel)</b>										<b>15,274</b>
<b>TOTAL BUDGET</b>										<b>437,566</b>
<b>AWARD</b>										<b>437,566</b>
<b>SURPL/(DEFICIT)</b>										<b>0</b>

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
 Center for Public Health Research  
 CDC National HIV Behavioral Surveillance System - Trans women  
 January 1, 2018 - December 31, 2018  
 Year 3  
 CORE Carryforward award 2018

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

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
A. PERSONNEL HIV SEROEPIDEMIOLOGY										
<b>TOTAL SALARYFRINGE</b>	0	0	0		0.00			0	0	0
00101 SALARIES										0
00103 FRNG BN										0
<b>SUB TOTAL</b>										<u>0</u>
C. TRAVEL										
1. Local Travel (02301)										0
2. Out-of-Jurisdiction Travel(02101)										0
<b>Sub Total TRAVEL</b>										<u>0</u>
D. EQUIPMENT										
1.										0
<b>Sub Total EQUIPMENT</b>										<u>0</u>
E. MATERIALS AND SUPPLIES										
1. Office Supplies										0
2. Educational Supplies										0
3. HIV confirmatory tests										0
4. HCV RNA test kist										0
<b>Sub Total SUPPLIES</b>										<u>0</u>
F. CONTRACTUAL SERVICES (02789)										
1 Heluna Health										20,664
<b>Sub Total CONTRACTS</b>										<u>20,664</u>
G. OTHER										
1. Rent										0
2. IRB Review (02799)										0
<b>Sub TOTAL OTHER</b>										<u>0</u>
<b>TOTAL DIRECT COST</b>										<b>20,664</b>
H. INDIRECT COST (25% of total salaries & benefits)										0
<b>TOTAL BUDGET</b>										<b>20,664</b>
<b>AWARD</b>										<b>20,664</b>
<b>SURPL/(DEFICIT)</b>										<b>0</b>



SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
Center for Public Health Resarch  
CDC National HIV Behavioral Surveillance System - Trans women  
January 1, 2018 - December 31, 2018  
Year 3  
IDU HEP TESTING 2018

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

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
A. PERSONNEL HIV SEROEPIDEMIOLOGY										
1 Bacteriological lab. Asst. 2802 5 TBD	73,589	33,829	107,418	12%	0.12	6,132	6	4,415	2,030	6,445
<b>TOTAL SALARY/FRINGE</b>	<b>73,589</b>	<b>33,829</b>	<b>107,418</b>		<b>0.12</b>			<b>4,415</b>	<b>2,030</b>	<b>6,445</b>
00101 SALARIES										4,415
00103 FRNG BN										2,030
<b>SUB TOTAL</b>										<b>6,445</b>
C. TRAVEL										
1. Local Travel (02301)										0
2. Out-of-Jurisdiction Travel(02101)										0
<b>Sub Total TRAVEL</b>										<b>0</b>
D. EQUIPMENT										
1.										0
<b>Sub Total EQUIPMENT</b>										<b>0</b>
E. MATERIALS AND SUPPLIES										
1. Office Supplies										0
2. Educational Supplies										0
3. HIV confirmatory tests										0
4. HCV RNA test kist										23,375
<b>Sub Total SUPPLIES</b>										<b>23,375</b>
F. CONTRACTUAL SERVICES (02789)										
1 Heluna Health										84,101
<b>Sub Total CONTRACTS</b>										<b>84,101</b>
G. OTHER										
1. Rent										0
2. IRB Review (02799)										0
<b>Sub TOTAL OTHER</b>										<b>0</b>
<b>TOTAL DIRECT COST</b>										<b>113,921</b>
H. INDIRECT COST (25% of total salaries & benefits)										1,611
<b>TOTAL BUDGET</b>										<b>115,532</b>
<b>AWARD</b>										<b>115,532</b>
<b>SURPL/(DEFICIT)</b>										<b>(0)</b>

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
Center for Public Health Research  
CDC National HIV Behavioral Surveillance System - Trans women  
January 1, 2018 - December 31, 2018  
Year 3: 2018 Budget  
Transgender Budget 2018

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

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
<b>A. PERSONNEL</b>										
<b>HIV SEROEPIDEMIOLOGY</b>										
1. Manager I Principal Investigator 0922 Vacant	136,000	62,519	198,519	10%	0.10	11,333	9	10,200	4,689	14,889
2. Supervising Physician Specialist 2233 1 McFarland	187,100	86,010	273,110	10%	0.10	15,592	6	9,355	4,301	13,656
<b>TOTAL SALARY/FRINGE</b>	<b>323,100</b>	<b>148,529</b>	<b>471,629</b>		<b>0.20</b>			<b>19,555</b>	<b>8,990</b>	<b>28,545</b>
00101 SALARIES										19,555
00103 FRNG BN										8,990
<b>SUB TOTAL</b>										<b>28,545</b>
<b>C. TRAVEL</b>										
1. Local Travel (02301)										0
2. Out-of-Jurisdiction Travel(02101)										0
<b>Sub Total TRAVEL</b>										<b>0</b>
<b>D. EQUIPMENT</b>										
1.										0
<b>Sub Total EQUIPMENT</b>										<b>0</b>
<b>E. MATERIALS AND SUPPLIES</b>										
1. Office Supplies										0
2. Educational Supplies										500
3. HIV confirmatory tests										2,685
4. HCV RNA test kist										0
<b>Sub Total SUPPLIES</b>										<b>3,185</b>
<b>F. CONTRACTUAL SERVICES (02789)</b>										
1 Heluna Health										235,637
<b>Sub Total CONTRACTS</b>										<b>235,637</b>
<b>G. OTHER</b>										
1. Rent										0
2. IRB Review (02799)										2,000
<b>Sub TOTAL OTHER</b>										<b>2,000</b>
<b>TOTAL DIRECT COST</b>										<b>269,367</b>
<b>H. INDIRECT COST (20% of total salaries &amp; Fringes)</b>										<b>7,136</b>
<b>TOTAL BUDGET</b>										<b>276,503</b>
<b>AWARD</b>										<b>276,503</b>
<b>SURPL/(DEFICIT)</b>										<b>(0)</b>

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
Center for Public Health Resarch  
CDC National HIV Behavioral Surveillance System - Trans women  
January 1, 2018 - December 31, 2018  
Year 3: 2018 Budget  
TG Carryforward Budget

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

CATEGORY/LINE ITEM	Annual Salary	45.97% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget
<b>A. PERSONNEL HIV SEROEPIDEMIOLOGY</b>										
1. Manager I Principal Investigator 0922 Vacant	136,900	62,933	199,833	5%	0.05	11,408	9	5,134	2,360	7,494
2. Supervising Physician Specialist 2233 1 McFarland	187,100	86,010	273,110	5.00%	0.05	15,592	9	7,016	3,225	10,241
<b>TOTAL SALARY/FRINGE</b>	<b>324,000</b>	<b>148,943</b>	<b>472,943</b>		<b>0.10</b>			<b>12,150</b>	<b>5,585</b>	<b>17,735</b>
00101 SALARIES										12,150
00103 FRNG BN										5,585
<b>SUB TOTAL</b>										<b>17,735</b>
<b>C. TRAVEL</b>										
1. Local Travel (02301)										0
2. Out-of-Jurisdiction Trave(02101)										0
<b>Sub Total TRAVEL</b>										<b>0</b>
<b>D. EQUIPMENT</b>										
1.										0
<b>Sub Total EQUIPMENT</b>										<b>0</b>
<b>E. MATERIALS AND SUPPLIES</b>										
1. Office Supplies										0
2. Educational Supplies										0
3. HIV confirmatory tests										0
4. HCV RNA test kist										0
<b>Sub Total SUPPLIES</b>										<b>0</b>
<b>F. CONTRACTUAL SERVICES (02789)</b>										
1 Heluna Health										149,105
<b>Sub Total CONTRACTS</b>										<b>149,105</b>
<b>G. OTHER</b>										
1. Rent										4,000
2. IRB Review (02799)										4,000
<b>Sub TOTAL OTHER</b>										<b>4,000</b>
<b>TOTAL DIRECT COST</b>										<b>170,840</b>
<b>H. INDIRECT COST (20% of total salaries &amp; Fringes)</b>										<b>4,434</b>
<b>TOTAL BUDGET</b>										<b>175,274</b>
<b>AWARD</b>										<b>175,274</b>
<b>SURPL/(DEFICIT)</b>										<b>0</b>



London N. Breed  
Mayor

Greg Wagner  
Acting Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Greg Wagner *GW*  
Acting Director of Health  
DATE: September 14, 2018  
SUBJECT: Grant Accept and Expend  
GRANT TITLE: Accept and Expend Grant - National HIV Behavioral  
Surveillance -San Francisco- \$1,025,539

Attached please find the original and 2 copies of each of the following:

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

**Special Timeline Requirements:**

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

Name: Richelle-Lynn Mojica

Phone: 255-3555

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

Certified copy required Yes

No

# Introduction Form

By a Member of the Board of Supervisors or Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2018 SEP 25 PM 1:34  
Time Stamp

BY [Signature] for meeting date

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

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

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

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

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

Sponsor(s):

Supervisor Rafael Mandelman

Subject:

Accept and Expend Grant - National HIV Behavioral Surveillance - San Francisco - \$1,025,539

The text is listed:

Resolution authorizing the San Francisco Department of Public Health to retroactively accept and expend a grant increase of \$466,606 for a total amount of \$1,025,539 from Centers for Disease Control and Prevention to participate in a program entitled National HIV Behavioral Surveillance - San Francisco for the period of January 1, 2018, through December 31, 2018.

Signature of Sponsoring Supervisor: [Signature]



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

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

<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>Heluna Health (formerly dba. Public Health Foundation Enterprises, Inc. (PHFE))</b>	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) Board – see attachment 2) Blayne Cutler, President/CEO; Brian Gieseler, Chief Financial Officer; Peter Dale, Contract & Grant Management Director 3) N/A 4) N/A 5) N/A	
Contractor address: 12801 Crossroads Parkway South, Suite 200, City of Industry, CA 91746-3505	
Date that contract was approved:	Amount of contract: \$842,534
Describe the nature of the contract that was approved: PHFE will provide the staffing for the maintenance and technical services for computer equipment. They have demonstrated expertise in this area and have an established relationship with the AIDS Office.	
Comments: Heluna Health is a 501 ( c ) 3 Nonprofit with a Board of Directors	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form (Mayor, London N. Breed)
- a board on which the City elective officer(s) serves San Francisco Board of Supervisors  
Print Name of Board
- the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits
- \_\_\_\_\_ Print Name of Board

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

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

Date Signed

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

Date Signed

08/31/2018

**Heluna Health (formerly dba. Public Health Foundation Enterprise, Inc.)**

**Heluna Health Board of Directors 2018-2019**

**Officers:**

EriK D. Ramanathan, JD Chair  
Delvecchio Finley, Vice Chair  
Tobert R. Jenks, Treasurer  
Tamara Josph, Secretary  
Alex Baker, COO  
Blayne Cutler, CEO  
Brian Geiseler, CFO

**Members:**

Carladenise Edwards  
Clarence Lam  
Edward Yip  
Georgia Casciato  
Jean c. O'Connor  
Santosh Vetticaden  
Scott Filer  
Susan DeSanti  
Kiran Saluja  
Linda Yeomans  
Nickie Kluge  
Peter Dale  
Tim Seifert