

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

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

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

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

1. Grant Title: **Short Trainings on Methods for Recruiting, Sampling, and Counting Hard-to-Reach Populations: The H2R Training Program**
2. Department: **Department of Public Health  
Center of Public Health Research**
3. Contact Person: **William McFarland** Telephone: **415-533-9882**
4. Grant Approval Status (check one):  

☒ Approved by funding agency☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$102,464.72**  
**(Year 1 Oct 01, 2022 – May 31, 2023: \$26,259**  
**Year 2 June 01, 2023 – May 31, 2024: \$26,259**  
**Year 3 June 01, 2024 – May 31, 2025: \$26,259**  
**Year 4 June 01, 2025 – May 31, 2026: \$23,687.72)**
- 6a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable): **N.A.**
- 7a. Grant Source Agency: **National Institutes of Health (NIH)**  
b. Grant Pass-Through Agency (if applicable): **The Regents of the University of California, San Francisco**
8. Proposed Grant Project Summary: **In close collaboration with The Regents of the University of California, San Francisco (UCSF), the San Francisco Department of Public Health (SFPDH) will provide technical assistance and capacity building for surveillance surveys. Dr. McFarland from SFPDH, in collaboration with Dr. Mirzazadeh and Lee, will lead the development of a course called “Sampling methods and Statistical Data Analysis for Research on Hard-to-reach populations”. This course will provide current information and recent development in sampling methods of hard-to-reach populations, advanced topics on sampling, implementation and analysis of Responded-Driven Sampling and Time-Location Sampling methods, and special considerations of study designs for research among hard-to-reach populations.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  

Approved Year one project:	Start-Date: <b>10/01/2022</b>	End-Date: <b>05/31/2023</b>
Approved Year two project:	Start-Date: <b>06/01/2023</b>	End-Date: <b>05/31/2024</b>
Approved Year three project:	Start-Date: <b>06/01/2024</b>	End-Date: <b>05/31/2025</b>
Approved Year four project:	Start-Date: <b>06/01/2025</b>	End-Date: <b>05/31/2026</b>
- 10a. Amount budgeted for contractual services: **\$0**

b. Will contractual services be put out to bid? **N.A.**

c. If so, will contract services help to further the goals of the Department's 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? **\$13,807.50 (\$4,841 is for grant increase portion)**

b2. How was the amount calculated? **13% 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:

**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	Supervising Physician Specialist	0.08	06/01/2025	05/31/2026

**We respectfully request for approval to accept and expend these funds retroactive to June 1, 2025. The Department received the grant increase of \$23,687.72 on October 23, 2025, for the period of June 1, 2025, to May 31, 2026. There was a carry-forward of \$3,542.28 from Year 3. The AL # for this grant is 93.242.**

**Project Description: HD HIV PD165 2526 UCSF ITAPS**  
**Project ID: 10041896**  
**Proposal ID: CTR00004525**  
**Fund: 11580**  
**Version ID: V101**  
**Authority ID: 10001**  
**Activity ID: 0001**

**\*\*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: 12/1/2025 | 8:35 AM PST

DocuSigned by:  
Toni Rucker  
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(Signature Required)

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

Daniel Tsai  
(Name)

Director of Health  
(Title)

Date Reviewed: 12/1/2025 | 2:18 PM PST

Signed by:  
Jenny Louie for Daniel Tsai  
40CFE29DD8B4104...  
(Signature Required)