

File No. 220822

Committee Item No. 4

Board Item No. 14

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date July 27, 2022

Board of Supervisors Meeting

Date September 6, 2022

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" 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 type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input checked="" 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)

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Draft Contractor Certification Clause</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Brent Jalipa

Date July 21, 2022

Completed by: Brent Jalipa

Date August 31, 2022

1 [Accept and Expend Grant - Retroactive - California Department of Public Health - Sexually
2 Transmitted Disease Program Management and Collaboration - \$978,948]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a grant increase in the amount of \$95,863 from the California Department of**
5 **Public Health for a total amount of \$978,948 for participation in a program, entitled “**
6 **Sexually Transmitted Disease Program Management and Collaboration,” for the period**
7 **of July 1, 2019, through June 30, 2024.**

8
9 WHEREAS, The California Department of Public Health (CDPH) has agreed to fund
10 the Department of Public Health (DPH) in the amount of \$978,948 for participation in a
11 program, entitled “Sexually Transmitted Disease Program Management and Collaboration,”
12 for the period of July 1, 2019, through June 30, 2024; and

13 WHEREAS, The funds will be used for the implementation of public health activities to
14 monitor, investigate, and prevent sexually transmitted diseases (STD) in collaboration with
15 community-based organizations within the local health jurisdiction; and

16 WHEREAS, The public health activities will consist of Emergency Operations and
17 Coordination, Responder Safety and Health, Identification of Vulnerable Populations,
18 Information Sharing, Emergency Public Information and Warning and Risk Communication,
19 Nonpharmaceutical Interventions, Quarantine and Isolation Support, Distribution and Use of
20 Medical Material, Surge Management, Public Health Coordination with Healthcare Systems,
21 Infection Control, Public Health Surveillance and Real-time Reporting, Public Health
22 Laboratory Testing, Equipment, Supplies, Shipping, and Data Management; and

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

24 WHEREAS, A grant increase of \$95,863 from \$883,085 was approved for the period of
25 July 1, 2021, through June 30, 2022; and

1 WHEREAS, A request for retroactive approval is being sought because DPH received
2 the award for the grant increase on March 25, 2022 for a project start date of July 1, 2021,
3 and the original grant on December 3, 2019, for a project start date of July 1, 2019; and

4 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
5 \$36,249; now, therefore, be it

6 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
7 in the amount of \$978,948 from the CDPH; and, be it

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

10 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
11 Agreement on behalf of the City; and, be it

12 FURTHER RESOLVED, That within thirty (30) days of the Grant Agreement being fully
13 executed by all parties, the Director of Health shall provide a copy to the Clerk of the Board of
14 Supervisors for inclusion in the official file.

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: 220822
(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: **Sexually Transmitted Disease (STD) Program Management and Collaboration**

2. Department: **San Francisco Department of Public Health
Disease Prevention and Control Branch**

3. Contact Person: **Susan Philip** Telephone: **628.206.7638**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$978,948**

(Year 1: 07/01/2019 – 06/30/2020: **\$0**

Year 2: 07/01/2020 – 06/30/2021: **\$325,046**

Year 3: 07/01/2021 – 06/30/2022: **\$300,668**

Year 4: 07/01/2022 – 06/30/2023: **\$176,617**

Year 5: 07/01/2023 – 06/30/2024: **\$176,617**)

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

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

7a. Grant Source Agency: **California Department of Public Health**

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

8. Proposed Grant Project Summary:

These funds will be used for the implementation of public health activities to monitor, investigate, and prevent STDs in collaboration with community-based organizations within the local health jurisdiction.

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

Start-Date: **7/1/2019**

End-Date: **6/30/2024**

10a. Amount budgeted for contractual services: **\$771,955**

b. Will contractual services be put out to bid? **Yes, UCSF**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **No**

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

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? **\$36,249**

b2. How was the amount calculated? **25% of total personnel & benefits**

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 July 1, 2019. The Department received the grant increase on March 25, 2022, and the original award on December 3, 2019. This grant does not require an ASO amendment and partially reimburses the department for one existing position: one Health Worker (Job Class #2588) at 0.20 FTE, one Principal Admin Analyst (Job Class #1824) at 0.10 FTE, one Senior Admin Analyst (Job Class #1823) at 0.5 FTE, and one Physician Specialist (Job Class #2230) at 0.1 FTE during the period of July 1, 2019 through June 30, 2024.**

FSP chartfields for the grant.

- **Fund: 11580**
- **Department: 251974**
- **Authority: 10001**
- **Project Description: HD STD PD132 2021 CDPH STD Program Management & Collaboration**
- **Project: 10036704**
- **Activity: 0001**
- **Version: 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: 4/26/2022 | 3:12 PM PDT

DocuSigned by:
Toni Rucker
764282F7301F34D...
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 4/22/2022 | 9:07 AM PDT

DocuSigned by:
Greg Wagner
28527524752839F...
(Signature Required)
Greg Wagner, COO for

**Exhibit B, Attachment I
Budget
Year 1
July 1, 2019 – June 30, 2020**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months on Project</u>	<u>Budget</u>	<u>This Revision</u>	<u>Revised Budget 08/07/2020</u>
2588 Health Worker	\$6,940	20%	12	\$16,656	(\$16,656)	\$0
1824 Admin Analyst	\$10,955	10%	12	\$13,146	(\$13,146)	\$0
Total Personnel				\$29,802	(\$29,802)	\$0
Fringe Benefits @	40%			\$11,921	(\$11,921)	\$0
Total Personnel & Benefits				\$41,723	(\$41,723)	\$0
OPERATING EXPENSES						
General Office Expense (paper, pens, pencils)				\$0	\$0	\$0
Lab Services (\$XX/test x approximately XXX tests = \$X,XXX)				\$0	\$0	\$0
Duplication/Printing (educational materials)				\$0	\$0	\$0
Rent (\$0.25/sq. ft. x 320 sq. ft.)				\$0	\$0	\$0
Minor Equipment (printers, software licenses)				\$0	\$0	\$0
Total Operating Expenses				\$0	\$0	\$0
MAJOR EQUIPMENT (If >\$50K, please itemize)				\$0	\$0	\$0
TRAVEL (meetings, site visits)				\$500	(\$500)	\$0
SUBCONTRACTORS						
UCSF Team Lily				\$74,997	(\$74,997)	\$0
UCSF PTC				\$48,966	(\$48,966)	\$0
Total Subcontractors				\$123,963	(\$123,963)	\$0
OTHER COSTS				\$0	\$0	\$0
INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)			25.00%	\$10,431	(\$10,431)	\$0
BUDGET GRAND TOTAL				\$176,617	(\$176,617)	\$0

City and County of San Francisco
19-10971

**Exhibit B, Attachment I
Budget
Year 2
July 1, 2020 – June 30, 2021**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>		<u>Percent of Time</u>		<u>Months on Project</u>		<u>Budget</u>	<u>This Revision</u>	<u>Revised Budget (8/7/2020)</u>	<u>This Revision</u>	<u>Revised Budget (6/14/2021)</u>
	Original	Revised	Original	Revised	Original	Revised					
2588 Health Worker	\$7,503	\$7,503	10%	10%	12	0	\$ 9,003		\$ 9,003	(\$9,003)	\$ -
1824 Admin Analyst	\$11,848	\$11,848	4%	4%	12	12	\$ 6,209		\$ 6,209	\$0	\$ 6,209.00
P103 Special Nurse		\$15,427		10%	12	6		\$ 18,512	\$ 18,512	(\$9,256)	\$ 9,256.00
Total Personnel							\$ 15,212	\$ 18,512	\$ 33,724	(\$18,259)	\$ 15,465.00
Fringe Benefits @	24%						\$ 6,082	\$ 1,851	\$ 7,933	(\$4,291)	\$ 3,642.00
Total Personnel & Benefits							\$ 21,294	\$ 20,363	\$ 41,657	(\$22,550)	\$ 19,107.00
OPERATING EXPENSES											
General Office Expense (paper, pens, pencils)							\$ -	\$ -	\$ -	\$0	\$ -
Lab Services for STD tests (test kits, laboratory reagents)							\$ -	\$ 24,816	\$ 24,816	\$0	\$ 24,816.00
Duplication/Printing (educational materials)							\$ -	\$ -	\$ -	\$0	\$ -
Rent (\$0.25/sq. ft. x 320 sq. ft.)							\$ -	\$ -	\$ -	\$0	\$ -
Minor Equipment (printers, software licenses)							\$ -	\$ -	\$ -	\$0	\$ -
Total Operating Expenses							\$ -	\$ 24,816	\$ 24,816	\$0	\$ 24,816.00
MAJOR EQUIPMENT (If >\$50K, please itemize)							\$ -	\$ -	\$ -	\$0	\$ -
TRAVEL (meetings, site visits)							\$ -	\$ -	\$ -	\$0	\$ -
SUBCONTRACTORS											
UCSF Team Lily							\$ 150,000	\$ (23,418)	\$ 126,582	\$0	\$ 126,582.00
UCSF PTC							\$ -	\$ 48,966	\$ 48,966	\$0	\$ 48,966.00
UCSF AETC							\$ -	\$ 100,800	\$ 100,800	\$0	\$ 100,800.00
Total Subcontractors							\$ 150,000	\$ 126,348	\$ 276,348	\$0	\$ 276,348.00
OTHER COSTS											
INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)			25.00%				\$ 5,324	\$ 5,090	\$ 10,414	(\$5,638)	\$ 4,776.00
BUDGET GRAND TOTAL							\$ 176,618	\$ 176,617	\$ 353,235	(\$28,188)	\$ 325,047.00

Exhibit B, Attachment I
Budget
Year 3
July 1, 2021 – June 30, 2022

PERSONNEL

Classification	Monthly Salary		Percent of Time		Months on Project		Budget	This Revision	Revised Budget (6/14/2021)	This Revision	Revised Budget (07/29/2021)	This Revision	Revised Budget (4/4/2022)	Actual	Projection
	Original	Revised	Original	Revised	Original	Revised									
2588 Health Worker	\$7,880	\$7,880	10%	10%	12	0	\$9,456	(\$9,456)	\$0	\$0	\$0	\$0	\$0		
1824 Admin Analyst	\$12,203	\$12,294	4%	4%	12	0	\$5,754	(\$5,754)	\$0	\$0	\$0	\$0	\$0		
1823 Admin Analyst	\$0	\$8,956		5%		12	\$0	\$5,374	\$5,374	\$0	\$5,374	\$0	\$5,374		
2230 Physician Specialist	\$0	\$22,807		10%		12	\$0	\$27,369	\$27,369	\$0	\$27,369	\$0	\$27,369		
TEMP							\$0	\$11,957	\$11,957	(\$11,957)	\$0	\$0	\$0		
Total Personnel							\$15,210	\$29,490	\$44,700	(\$11,957)	\$32,743	\$0	\$32,743	\$ 6,666.90	\$ 26,667.60
Fringe Benefits @	40%						\$6,084	\$11,795	\$17,879	(\$4,782.80)	\$13,096	\$0	\$13,096	\$ 2,793.03	\$ 11,172.12
Total Personnel & Benefits							\$21,294	\$41,285	\$62,579	(\$16,740)	\$45,839	\$0	\$45,839		
OPERATING EXPENSES															
General Office Expense (paper, pens, pencils)							\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Lab Services for STD tests (test kits, laboratory reagents)							\$0	\$0	\$0	\$925	\$925	\$0	\$0		\$ 10,925.00
Total Operating Expenses							\$0	\$0	\$0	\$925	\$925	\$0	\$925		
MAJOR EQUIPMENT (If >\$50K, please itemize)															
							\$0	\$0	\$0	\$0	\$0	\$0	\$0		
TRAVEL (meetings, site visits)															
							\$0	\$0	\$0	\$0	\$0	\$0	\$0		
SUBCONTRACTORS															
UCSF Team Lily							\$150,000	(\$23,418)	\$126,582	\$20,000	\$146,582	\$0	\$146,582		\$ 146,582.00
EPIC Consultant Kathy Tomzack									\$0	\$0	\$0	\$95,760	\$95,863		
Total Subcontractors							\$150,000	(\$23,418)	\$126,582	\$20,000	\$146,582	\$0	\$242,445		
OTHER COSTS															
							\$0	\$0	\$0	\$0	\$0	\$0	\$0		
INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)					25.00%		\$5,323	\$10,321	\$15,644	(\$4,185)	\$11,459	\$0	\$11,460	\$ 1,973.65	\$ 9,459.93
BUDGET GRAND TOTAL							\$176,617	\$28,188	\$204,805	\$0	\$204,805	\$0	\$300,669	\$ 11,433.58	\$ 204,806.65
												Original	176,617		
												Carryforward	28188.75		
												additional	95863		
												total	300,669		

**Exhibit B, Attachment I
Budget
Year 4
July 1, 2022 – June 30, 2023**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>		<u>Percent of Time</u>		<u>Months on Project</u>		<u>Budget</u>	<u>This Revision</u>	<u>Revised Budget (6/14/2021)</u>
	Original	Revised	Original	Revised	Original	Revised			
2588 Health Worker	\$8,116	\$8,116	10%	10%	12	0	\$9,740	(\$9,740)	\$0
1824 Admin Analyst	\$12,569	\$12,569	4%	4%	12	0	\$5,469	(\$5,469)	\$0
1823 Admin Analyst	\$0	\$9,404		7%		12	\$0	\$8,064	\$8,064
2230 Physician Specialist	\$0	\$22,807		8%		12	\$0	\$20,527	\$20,527
Total Personnel							\$15,209	\$13,382	\$28,591
Fringe Benefits @		40%					\$6,085	\$5,353	\$11,438
Total Personnel & Benefits							\$21,294	\$18,735	\$40,028
OPERATING EXPENSES									
General Office Expense (paper, pens, pencils)							\$0	\$0	\$0
Lab Services (\$XX/test x approximately XXX tests = \$X,XXX)							\$0	\$0	\$0
Total Operating Expenses							\$0	\$0	\$0
MAJOR EQUIPMENT (If >\$50K, please itemize)							\$0	\$0	\$0
TRAVEL (meetings, site visits)							\$0	\$0	\$0
SUBCONTRACTORS									
UCSF Team Lily							\$150,000	(\$23,418)	\$126,582
Total Subcontractors							\$150,000	(\$23,418)	\$126,582
OTHER COSTS									
INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)					25.00%		\$5,323	\$4,684	\$10,007

BUDGET GRAND TOTAL

\$176,617

\$0

\$176,617

**Exhibit B, Attachment I
Budget
Year 5
July 1, 2023 – June 30, 2024**

PERSONNEL

<u>Classification</u>	<u>Monthly Salary</u>		<u>Percent of Time</u>		<u>Months on Project</u>		<u>Budget</u>	<u>This Revision</u>	<u>Revised Budget (6/14/2021)</u>
	Original	Revised	Original	Revised	Original	Revised			
2588 Health Worker	\$8,360	\$8,360	10%	10%	12	0	\$10,032	(\$10,032)	\$0
1824 Admin Analyst	\$12,947	\$12,947	3%	3%	12	0	\$5,177	(\$5,177)	\$0
1823 Admin Analyst	\$0	\$9,874		7%		12	\$0	\$8,064	\$8,064
2230 Physician Specialist	\$0	\$22,807		8%		12	\$0	\$20,527	\$20,527
Total Personnel							\$15,209	\$13,382	\$28,591
Fringe Benefits @		40%					\$6,085	\$5,353	\$11,438
Total Personnel & Benefits							\$21,294	\$18,735	\$40,028
OPERATING EXPENSES									
General Office Expense (paper, pens, pencils)							\$0	\$0	\$0
Lab Services (\$XX/test x approximately XXX tests = \$X,XXX)							\$0	\$0	\$0
Total Operating Expenses							\$0	\$0	\$0
MAJOR EQUIPMENT (if >\$50K, please itemize)							\$0	\$0	\$0
TRAVEL (meetings, site visits)							\$0	\$0	\$0
SUBCONTRACTORS									
UCSF Team Lily							\$150,000	(\$23,418)	\$126,582
Total Subcontractors							\$150,000	(\$23,418)	\$126,582
OTHER COSTS									
INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)					25.00%		\$5,323	\$4,684	\$10,007
BUDGET GRAND TOTAL							\$176,617	\$0	\$176,617

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
Sexually Transmitted Disease (STD) Program Management and Collaboration
July 1, 2019 - June 30, 2024

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
	7/1/19 - 6/30/20	7/1/20 - 6/30/21	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	Amount
Personnel -						-
2588 Health Worker	-	6,209				6,209
1824 Admin Analyst	-	9,256				9,256
1823 Admin Analyst			5,374	8,064	8,064	21,502
2230 Physician Specialist			27,369	20,527	20,527	68,423
						-
Fringe benefits	-	3,642	13,096	11,438	11,438	39,614
						-
Operating Expenses						-
Lab Services for STD tests (test kits, laboratory reagents)		24,816	925			25,741
						-
Contractual	-					-
UCSF Team Lily		126,582	146,582	126,582	126,582	526,327
UCSF PTC		48,966				48,966
UCSF AETC		100,800				100,800
EPIC Consultant Kathy Tomzack			95,863			95,863
						-
Indirect Costs (25% of Personnel + Fringe benefits)	-	4,776	11,460	10,007	10,007	36,249
Total	-	325,047	300,668	176,617	176,617	978,948

CALIFORNIA SEXUALLY TRANSMITTED DISEASES PROGRAM

STD Program Management

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”

TO

City and County of San Francisco, hereinafter “Grantee”

**Implementing the “STD Program Management and Collaboration Project,” hereinafter
“Project”**

AMENDED GRANT AGREEMENT NUMBER 19-10971, A01

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

AUTHORITY: The Department has authority to grant funds for the Project under Health and Safety Code Section 131085(a).

PURPOSE FOR AMENDMENT: The purpose of the Grant amendment is to: Increase the Grant amount for Fiscal Year (FY) 2021 (07/01/2021-06/30/2022); to allow the Grantee to continue performing more of the same services as identified in Exhibit A and to reimburse the Grantee accordingly.

Amendments are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

AMENDED GRANT AMOUNT: This amendment is to increase the grant for **FY 2021** by **\$95,863** and is amended to read: The maximum amount payable under this Grant shall not exceed ~~Eight Hundred Eighty Three Thousand, Eighty Five Dollars (\$883,085)~~ **Nine Hundred Seventy-Eight Thousand, Nine Hundred Forty-Eight Dollars (\$978,948)**.

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

California Department of Public Health	Grantee: City and County of San Francisco
Name: Karlo Estacio <u>Alexia McGonagle</u> Chief, Business Operations Support Section	Name: Susan Philip Stephanie Cohen <u>Acting</u> Director, Disease Prevention and Control Branch
Address: P.O. Box 997377, MS 7320	Address: 25 Van Ness Avenue, Suite 345 <u>356 7th Street</u>
City, ZIP: Sacramento, Ca 95899-7377	City, ZIP: San Francisco, CA 94102 <u>94103</u>
Phone: (916) 552-9820	Phone: (628) 206-7638 <u>(628) 217-6674</u>
Fax: (916) 440-5106	Fax: (628) 554-9636 <u>(628) 217-6606</u>
E-mail: Karlo.Estacio@cdph.ca.gov <u>Alexia.McGonagle@cdph.ca.gov</u>	E-mail: susan.philip@sfdph.org <u>stephanie.cohen@sfdph.org</u>

Direct all inquiries to:

California Department of Public Health, STD Control Branch	Grantee: City and County of San Francisco
Attention: May Otow <u>Adriana Cervantes</u> Grant Manager	Attention: Susan Philip Stephanie Cohen <u>Acting</u> Director, Disease Prevention and Control Branch
Address: P.O. Box 997377, MS 7320	Address: 25 Van Ness Avenue, Suite 345 <u>356 7th Street</u>
City, Zip: Sacramento, Ca 95899-7377	City, ZIP: San Francisco, CA 94102 <u>94103</u>
Phone: (916) 552-9788	Phone: (628) 206-7638 <u>(628) 217-6674</u>

Fax: (916) 636-6454 (916) 636-6755	Fax: (628) 554-9636 (628) 217-6606
E-mail: May.Otow@cdph.ca.gov <u>Adriana.Cervantes@cdph.ca.gov</u>	E-mail: susan.philip@sfdph.org <u>stephanie.cohen@sfdph.org</u>

All payments from CDPH to the Grantee; shall be sent to the following address:

Remittance Address
Grantee: City and County of San Francisco
Attention "Cashier": David Anabu <u>Martin Wong</u>
Address: 1380 Howard Street, 4 th Floor
City, ZIP: San Francisco, CA 94103-2614
Phone: (415) 255-3472 (415) 255-3724
Fax: (415) 255-3675
E-mail: david.anabu@sfdph.org <u>Martin.m.wong@sfdph.org</u>

All other terms and conditions of this Grant shall remain the same.

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

Executed By:

Date:

~~Grant Colfax, MD~~
Susan Philip
~~Director of Health~~
Director, Population Health Division
San Francisco Department of Public Health
401 Grove Street
25 Van Ness, Suite 345
San Francisco, CA 94102

Date:

~~Joseph Torrez, Chief~~
Javier Sandoval, Chief
Contracts Management Unit
California Department of Public Health
1616 Capitol Avenue, Suite 74.262
P.O. Box 997377, MS 1800-1804
Sacramento, CA 95899-7377

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
---------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
---------------	---------------------------

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Wong, Greg (DPH)

From: Highsmith, Jocelyn (DPH)
Sent: Tuesday, April 19, 2022 10:35 AM
To: Cohen, Stephanie; Wong, Greg (DPH)
Cc: Han, Maggie (DPH)
Subject: FW: CDPH - STD Prevention and Collaboration Grant - FYs 21/22 and 22/23 - Budget Revision Templates

Hi Stephanie,

Can you forward the attachments that provided in this original email?

@Wong, Greg (DPH) Will the grant amendment document approved by CDPH showing the additional award amount be sufficient for A&E purposes or do we need to provide confirmation from CDPH on the revised detailed budget narrative?

Thanks,
Jocelyn

From: STDLHJContracts <STDLHJContracts@cdph.ca.gov>
Sent: Friday, March 25, 2022 4:10 PM
To: Cohen, Stephanie <Stephanie.Cohen@sfdph.org>
Cc: Nguyen, Trang (DPH) <trang.nguyen@sfdph.org>; Wong, Martin (DPH) <martin.m.wong@sfdph.org>; Piper, Rachel@CDPH <Rachel.Piper@cdph.ca.gov>; McGonagle, Alexia@CDPH <Alexia.McGonagle@cdph.ca.gov>
Subject: FY 2021/2022 - Additional Funding for the STD Prevention and Collaboration Grant

Hello Stephanie Cohen,

The purpose of this email is to notify you that the passage of the 2021 State Budget Act appropriated additional local assistance funding for STD prevention and control activities. The STD Control Branch has determined that an additional \$95,863.00 for this FY will be added to your grant agreement, number 19-10971, making the revised agreement total \$978,948.00. The new funding for FY 2021-2022 is available to your local health jurisdiction (LHJ) from July 01, 2021 through June 30, 2022.

This additional funding should be used to provide more of the same prevention and control activities outlined in your grant agreement within your jurisdiction. No less than 50 percent of the funds allocated to the LHJ shall be provided to nonprofit community-based organizations or nonprofit health care providers, provided that there are nonprofit community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services consistent with [Health and Safety Code Section 120511](#).

Attached you will find the grant amendment documents approved by CDPH – Contracts Management Unit. Should your LHJ require board approval for amendment, please be sure to add this amendment to your next board meeting agenda.

In an effort to expedite this grant amendment through the approval process, we request that the following items be returned no later than 05/02/2022 via email at STDLHJContracts@cdph.ca.gov with a Cc to Adriana.Cervantes@cdph.ca.gov.

1. **Two original copies of the Grant Agreement (CDPH 1229A)**
 - Signature page only (page three of the grant Agreement); both copies must bear original signatures.
 - Please note that due to the COVID-19 situation, CDPH is accepting digitally signed grant agreements. If submitting the grant documents electronically, please ensure electronic submittals are “clean and legible,” preferably scanned in color with minimum 300x300 resolution. Electronic submittals can be e-mailed to STDLHJContracts@cdph.ca.gov along with a Cc to Adriana.Cervantes@cdph.ca.gov.
2. **One copy of the Board Resolution/Order/Motion, ordinance, or other similar document authorizing execution of the agreement.**
 - LHJs may exercise their delegated authority to accept and implement this grant amendment and future amendments to support the continuation for STD prevention and control activities.
 - If the LHJ does not have delegated authority to accept and implement this grant amendment or future amendments, please consult with your Legal and Contracts Office and/or Board of Supervisors.
 - **If your next board meeting is scheduled after 05/02/2022, please send us a Letter of Intent indicating that this amendment will be added to your next board meeting.**
 - When you have the official documents authorizing the execution of the agreement, please send us a copy of the Board Resolution/Order/Motion or ordinance.

3. **Contractor Certification Clause (CCC 042017)**

Upon final approval of the grant agreement documents, you will receive an executed copy. If you have any questions, please feel free to contact your grant manager Adriana.Cervantes@cdph.ca.gov.

Sincerely,

Alexia McGonagle, Chief
Business Operations Support Section
CDPH- STD Control Branch
1616 Capitol Ave., MS 7320
Sacramento, CA 95814


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RE: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Fri 6/25/2021 7:07 AM

To: Watt, Rita (DPH) <rita.watt@sfdph.org>

 3 attachments (280 KB)

19-10971 - STD Collab. - FY 2020-2021 EIT - San Francisco_6.17.21.xlsm; 19-10971 - STD Collaboration - Budget Revision - San Francisco (06-14-2021).xls; 19-10971 - STD Collab. - Budget Justification - San Francisco (06-14-2021).xls;

Hi Rita,

I hope that this message finds you well.

The attached budget revision for FY 2020/2021 is approved and I've attached the revised FY 2020/2021 electronic invoice template (EIT) for your use. Completed and signed invoices should be emailed to our general email address of STDLHJInvoices@cdph.ca.gov with a cc to me Adriana.Cervantes@cdph.ca.gov.

As an FYI, for FY 2020/2021, the original budget grand total in Column H was over by \$1.00, so I reduced the indirect cost line item by \$1.00 to be in compliance. If you do not agree with the reduction made to the budget, please let me know and we can review it together.

As you work on your EIT, please keep in mind the following points:

- It is recommended not to invoice a full year of expenditures under a single quarter.
 - If you plan to submit for expenses for multiple quarters, please issue a separate invoice for each quarter.
 - If you submit one invoice for multiple quarters, our accounting office will reject it.
- Avoid over expended line items.
- Include a date and invoice number since the invoice cannot be submitted without this information.
- Digitally signed and dated invoices are acceptable.
- Check the box "Final Invoice" for the Q4 invoice.
- Invoices must be submitted no more that forty-five (45) calendar days after the end of each quarter unless a later or alternate deadline is agreed to in writing by the program grant manager.
- If there is a balance for FY 2020-2021, these funds may be carried forward into FY 2021-2022 by requesting a budget revision via email.

If you need to request a budget revision or update the subcontractor information for FY 2021-2022, please send the request to STDLHJContracts@cdph.ca.gov, with a cc to me Adriana.Cervantes@cdph.ca.gov with the following information:

- A request for a budget revision on agency letterhead, with a brief explanation for the reason for the request and a summary of the proposed changes.
- A revised budget using the attached budget document.
- A revised budget justification using the attached document.
- Once the budget revision request is approved, a revised budget and invoice template for the current FY will be sent to you.

As you work on the budget revision, please keep in mind the following:

- Based on the 2019 Budget Act, unused funds from FYs 2019-2020 and 2020-2021 may be carried forward until June 30, 2022 with 50% of the funds provided to a CBO. With the enactment of the 2020 Budget Act, effective July 1, 2022, you will no longer be able to carry forward the funds from one year to the next and the funds must be expended during the same year they are appropriated.

If you have any questions or concerns, please feel free to reach out to me.

Adriana Cervantes

Contracts and Procurement Analyst

CDPH- STD Control Branch

Business Operations Support Section

1616 Capitol Ave., MS 7320

Sacramento, CA 95814

P: (916) 552-9788 | F: (916) 636-6755 | E: Adriana.Cervantes@cdph.ca.gov

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From: Watt, Rita (DPH) <rita.watt@sfdph.org>

Sent: Tuesday, June 22, 2021 12:26 PM

To: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Subject: Re: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Hi Adriana,

We are planning to have a Health Worker II, III, or IV depending on the availability. Currently most of them are still being activated to work on COVID related activities and therefore we are not sure who can help on this project yet. We are hoping to have a Health Worker to work on this project for 7.5-10 hours/week and for 9-10 months. Below is the salary ranges for Health Worker II, III, and IV. I also include the calculation in the Budget Revision worksheet (Please see attachment). Can we put TEMP for now? The Physician Specialist 2230 is ready and she can start working for us once we have approval from CDPH.

Health Worker II 2586

\$62,998 - \$76,934

Health Worker III 2587

\$68,952-\$84,162.00

Health Worker IV 2588

\$80,522-\$98,384.00

Also, I just noticed that I put the incorrect amount for TEMP. It should be \$11,957.00 instead of

\$11,917.00. I apologized for this mistake. Thank you. I really appreciate your help and support.

Rita Watt

Budget Analyst

Office of Operations, Finance & Performance Management

Populations Health Division, San Francisco Department of Public Health

25 Van Ness Avenue, Suite 200, San Francisco, CA, 94102

Telecommuting: 415-613-8898

From: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Sent: Thursday, June 17, 2021 11:57 PM

To: Watt, Rita (DPH) <rita.watt@sfdph.org>

Subject: RE: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Rita,

I hope that this message finds you well.

Once again, thank you for submitting the budget revision for the STD Prevention and Collaboration grant. I have reviewed your request and have one question:

For FY 21/22, would you please provide me with the classification for the TEMP along with the monthly salary, percent of time and months on project?

Thank you,

Adriana Cervantes

Contracts and Procurement Analyst

CDPH- STD Control Branch

Business Operations Support Section

1616 Capitol Ave., MS 7320

Sacramento, CA 95814

P: (916) 552-9788 | F: (916) 636-6755 | E: Adriana.Cervantes@cdph.ca.gov

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From: Watt, Rita (DPH) <rita.watt@sfdph.org>

Sent: Monday, June 14, 2021 4:45 PM

To: STDLHJContracts <STDLHJContracts@cdph.ca.gov>

Cc: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Subject: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Dear Grants Management Officer/Specialist,

This email is to request approval to carryover unspent FY20/21 funds for use in FY21/22 and to revise FY22/23-FY23/24 budget. Please contact Rita Watt at (415)613-8898 or rita.watt@sfdph.org if you have any questions or need additional information.

Sincerely,

Rita Watt

Budget Analyst

Office of Operations, Finance & Performance Management

Populations Health Division, San Francisco Department of Public Health

25 Van Ness Avenue, Suite 200, San Francisco, CA, 94102

Telecommuting: 415-613-8898

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

City and County of San Francisco

Department of Public Health



**London N. Breed
Mayor**

TO: Angela Calvillo, Clerk of the Board of Supervisors

**FROM: Dr. Grant Colfax
Director of Health**

DATE: Friday, April 29, 2022

SUBJECT: Grant Accept and Expend

**GRANT TITLE: Sexually Transmitted Disease (STD) Program Management
and Collaboration - \$978,948**

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, Grants Administration for
Community Programs, 101 Grove St # 108

Certified copy required Yes

No