



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

November 21, 2019

Dr. Susan Philip
Deputy Health Officer
San Francisco Department of Public Health
25 Van Ness Avenue, Suite 345
San Francisco, CA 94103

Dear Dr. Philip:

NOTICE OF AWARD

The California Department of Public Health (CDPH), Sexually Transmitted Diseases (STD) Control Branch is pleased to announce the intent to award local assistance funds to your agency for hepatitis C virus (HCV) prevention and control activities. The funds must be used to develop and implement a public education and outreach program to raise hepatitis C awareness in high-risk groups, physician's offices, among health care workers, and in health care facilities by including hepatitis C counseling, education, and testing, as appropriate, into local state-funded programs. Your agency's annual award is \$190,406 and no less than 50 percent of the funds shall be provided to community-based organizations (CBOs) for the purposes consistent with Health and Safety Code section 122440. To secure these funds, an official grant agreement will be developed and executed between your agency and CDPH; the grant term period will be the date of execution through June 30, 2024. Please submit your intent to accept these funds to STDLHJContracts@cdph.ca.gov by December 6, 2019 and include your agency's name in the subject line when you send the email to help us to easily identify which local health jurisdiction you represent.

Scope of Work

The Scope of Work (SOW) is enclosed for your information. You will be responsible for all activities in the SOW unless they are marked "Optional." Parts I through III include an area where you can indicate whether your agency or the CBO will be responsible for completing the required activities. For the "Optional" activities, the SOW allows you to indicate if you plan to participate in the optional activity and, if so, whether your agency or the CBO will be responsible for completion of the activities. Parts I through III also provides an opportunity for you to propose innovative and impactful activities, as well as corresponding performance indicators and deliverables. The activities may include, but is not limited to, monitoring, preventing, testing, and linkage to and retention in care activities for the most vulnerable and underserved individuals living with, or at high risk for, HCV infection in collaboration with community-based organizations within the local health jurisdiction.

California Department of Public Health, STD Control Branch
P.O. Box 997377, MS 7320 • Sacramento, CA 95899-7377
(916) 445-9860 • (916) 440-5106 FAX
Internet Address: www.cdph.ca.gov



Travel Costs in Budget

The grant budget may include funds for staff to attend the following meetings, conferences, and trainings: California STD/HIV Controllers Association annual meeting, other statewide conferences for HCV. The amount of funds allocated for travel may be adjusted or redirected to another line item on a later date to accurately reflect actual planned trips.

Indirect Costs

Beginning with FY 2014/2015, the CDPH negotiated the Indirect Cost Rate (ICR) with each local health jurisdiction in an effort to standardize the rate. This rate is applied to all contracts that CDPH has with your agency. Please see the attached FY 2019/2020 ICR for your use in completing your budgets. Please note that most of the local health jurisdictions apply the ICR to the total personnel costs only. However, there are a few that apply the rate to the total direct costs (this includes personnel, benefits, operating expenses, travel, and subcontracts line items). Your ICR cannot exceed the negotiated amount, nor can the application of the ICR be changed. However, you may elect to reduce the published Indirect Cost Rate percentage or not include Indirect Costs in the budget.

Board of Resolution or Minute Order Requirements

All agreements with the local health jurisdictions must have a current Board of Resolution or Minute Order. If the grant is amended during the term of the agreement, a new Board of Resolution or Minute Order must be obtained unless the original resolution clearly states the allowance for amendments, extensions, and renewals to be approved without going through the Board of Supervisors.

At the beginning of FY 2018/2019, CDPH began using a new statewide financial management system that integrates budgeting, accounting, contracts, and procurement into one information technology system. Under this system, it is critical that the official name of your agency is used for the grant, as well as ensuring accuracy of the address where invoice payments are to be mailed. To ensure we have accurate information for your agency, we are requesting you complete the enclosed CDPH 9083, Government Agency Taxpayer Identification form.

Terms and Conditions and HIV Confidentiality Documents

In order to enhance coordination across CDPH programs and compliance with CDPH regulations and policies, the STD Control Branch has updated guidance documents associated with local assistance funding. Please see the attached Terms and Conditions and Exhibit B, Budget Detail and Payment Provision. Additionally, local health jurisdiction staff who work with client-level data will be required to sign confidentiality agreements to ensure appropriate handling and data security of STD/HIV data. As we move towards integration of the two programs, documents such as these will become more streamlined for local health jurisdictions.

Dr. Susan Philip
November 21, 2019
Page 3

To assist the STD Control Branch staff in preparing your agreement, please submit the following documents to the Branch's local health jurisdiction mailbox at STDLHJContracts@cdph.ca.gov no later than December 27, 2019. To help us to easily identify which local health jurisdiction you represent, please include your agency's name in the subject line when you send the email with your agreement documents.

- Scope of Work
- Budget for Fiscal Years 2019/2020 through 2023/2024
- Budget justification
- Local health jurisdiction contact information document
- CDPH 9083, Government Agency Taxpayer Identification Form

Once the Scope of Work, budget, budget justification, and LHJ contact information are received our office will review the submitted information and prepare the documents for the agreement and submit them to our Contract Management Unit for review and approval.

If you have any questions, please feel free to contact May Otow by email at May.Otow@cdph.ca.gov or by phone at (916) 552-9788 or Rachel McLean by email at Rachel.McLean@cdph.ca.gov or by phone at (510) 620-3403.

Sincerely,



Karlo Estacio, Chief
Business Operations Support Section
STD Control Branch

Enclosures

cc: Juliet Stoltey, San Francisco Department of Public Health
Melissa Ongpin, San Francisco Department of Public Health
Diane Portnoy, San Francisco Department of Public Health
Brian Kim, San Francisco Department of Public Health
Wayne Enanoria, San Francisco Department of Public Health
Katie Burk, San Francisco Department of Public Health
Stephanie Cohen, San Francisco Department of Public Health
Maggie Han, San Francisco Department of Public Health
James Watt, Chief, DCDC
Amy Kile-Puente, Assistant Division Chief, DCDC
Kathleen Jacobson, Chief, STD Control Branch
Romni Neiman, Assistant Branch Chief, STD Control Branch
Rachel McLean, STD Control Branch Program Representative
May Otow, STD Control Branch Contract/Grant Manager