



**Recipient Information**

**1. Recipient Name**

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

**2. Congressional District of Recipient**

12

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

1946000417A1

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

946000417

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

103717336

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

DCTNHRGU1K75

**7. Project Director or Principal Investigator**

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

**8. Authorized Official**

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

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Jennifer Gilbert  
Reviewer  
ubh1@cdc.gov  
4046395399

**10. Program Official Contact Information**

Janet Burnett  
iyn6@cdc.gov  
404-639-5200

**Federal Award Information**

**11. Award Number**

5 NU62PS924778-02-00

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

NU62PS924778

**13. Statutory Authority**

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

**14. Federal Award Project Title**

National HIV Behavioral Surveillance (NHBS) - San Francisco

**15. Assistance Listing Number**

93.944

**16. Assistance Listing Program Title**

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

**17. Award Action Type**

Non-Competing Continuation

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

No

**Summary Federal Award Financial Information**

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

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Ms. Edna Green  
Grants Management Officer

**30. Remarks**

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



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

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

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-9391193	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390J3H	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0950
2-9390KC1	22NU62PS924778	PS	41.51	93.944	\$0.00	75-22-0120
3-9391193	22NU62PS924778	PS	41.51	93.944	\$454,056.00	75-23-0950



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

Centers for Disease Control and Prevention

Award# 5 NU62PS924778-02-00

FAIN# NU62PS924778

Federal Award Date: 12/05/2022

**Direct Assistance**

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

# AWARD ATTACHMENTS

SAN FRANCISCO DEPARTMENT OF HEALTH

5 NU62PS924778-02-00

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1. Award Terms

**AWARD INFORMATION**

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

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

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

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

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

**Financial Assistance Mechanism:** Cooperative Agreement

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

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

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

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

**Submit revised budget for approved amount.**

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

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

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

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

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

**FUNDING RESTRICTIONS AND LIMITATIONS**

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

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

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

### **Indirect Costs:**

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

### **REPORTING REQUIREMENTS**

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

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

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

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

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

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

AND

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

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

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

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

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



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

#### PROGRAM OR FUNDING GENERAL REQUIREMENTS

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

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

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

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

Templates for prior approval requests can be found at:

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

Templates for prior approval requests can be found at:

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

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

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

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

#### PAYMENT INFORMATION

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

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

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

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

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

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

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

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