

File No. 230027

Committee Item No. 6

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date February 1, 2023

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- Motion
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#### OTHER (Use back side if additional space is needed)

- Draft Grant Amendment – Exhibit B
- Draft Grant Amendment – Exhibit E
- Contractor Certification Clauses
- DPH Statement on Retroactivity 1/26/2023
- DPH Presentation 2/1/2023
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Brent Jalipa Date January 26, 2023

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - California Department of Public Health - Sexually  
2 Transmitted Disease Program Management and Collaboration - \$1,365,222]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant increase in the amount of \$386,274 from the California Department of**  
5 **Public Health for a total amount of \$1,365,222 for participation in a program, entitled**  
6 **“Sexually Transmitted Disease Program Management and Collaboration,” for the**  
7 **period 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 \$1,365,222 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 \$386,274 from \$978,948 was approved for the period  
25 of July 1, 2022, through June 30, 2024; and

1           WHEREAS, A request for retroactive approval is being sought because DPH received  
2 the original grant on December 3, 2019, for a project start date of July 1, 2019, then received  
3 an increase in grant funds on March 25, 2022, for a project start date of July 1, 2021, and  
4 finally received another increase in grant funds on October 24, 2022, for a project start date of  
5 July 1, 2022; and

6           WHEREAS, The grant budget includes a provision for indirect costs in the amount of  
7 \$86,553; now, therefore, be it

8           RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant  
9 in the amount of \$1,365,222 from the CDPH; and, be it

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

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

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

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1 Recommended:

Approved:  /s/

2

Mayor

3  /s/

4 Dr. Grant Colfax

Approved:  /s/

5 Director of Health

Controller

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Retroactive A&E

CDPH STD  
Management and  
Collaboration  
Project Grant



February 1, 2022

# STD Management and Collaboration Project

- Supports implementation of core STD prevention activities to monitor, investigate, and prevent STDs in collaboration with community-based organizations.
- Supplemental funding will support:
  - Expanded access to STD clinical services for LGBTQ+ populations (San Francisco City Clinic)
  - Expanded access to congenital syphilis prevention for people experiencing pregnancy, including homeless (UCSF Team Lily)



POPULATION HEALTH DIVISION  
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH



# Reason for Retroactivity

- On October 24, 2022, SFDPH was notified of supplemental funds awarded for STD Management and Collaboration Project Grant.
- Supplemental funds amount: \$386,274
- Supplemental funds are retroactive back to July 1, 2022:
  - \$193,137 for July 1, 2022 to June 30, 2023
  - \$193,137 for July 1, 2023 to June 30, 2024
- Total grant amount increased to \$1,365,222 for period of July 1, 2019 to June 30, 2024.

**File Number:** 230027  
(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: **\$1,365,222**

(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: **\$369,754**  
Year 5: 07/01/2023 – 06/30/2024: **\$369,754**)

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: **\$888,546**

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? **\$86,553**

b2. How was the amount calculated? **24.678% 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 October 24, 2022, 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 0.10 FTE, one Principal Admin Analyst (Job Class #1824) at 0.04 FTE, one Senior Admin Analyst (Job Class #1823) at 0.05 FTE, one Physician Specialist (Job Class #2230) at 0.1 FTE, and one Special Nurse (Job Class #P103) at 0.35 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 2223 CDPH STD Program Management & Collaboration
- **Project:** 10038182
- **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 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: 12/21/2022 | 2:05 PM PST

DocuSigned by:  
Toni Rucker  
76L291F1331F44D...  
(Signature Required)

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

Dr. Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 12/22/2022 | 7:10 PM PST

DocuSigned by:  
Naveena Bobba  
52BC38E48C18943B...  
(Signature Required)  
Naveena Bobba, Deputy Director for

**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, A2**

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: The purpose of the Grant amendment is to: Increase the Grant amount for Fiscal Year (FY) 2022 and FY 2023 to allow the Grantee to continue performing more of the same services as identified in Exhibit A and to reimburse the Grantee accordingly. Revise Exhibit B, Budget Detail and Payment Provision (in its entirety) and Exhibit E, Standards and Procedures to include the [Health and Safety Code \(HSC\) 120511](#) amended language regarding material support items for purposes consistent with this section. Update project representatives’ information. Once the Grant Agreement has been fully executed, requests for modifications/changes thereafter to the existing Exhibit A, Scope of Work, do not require a formal amendment but must be agreed to in writing by both parties. The CDPH/Grantee Project Representatives are responsible for keeping records of approved modifications/changes. Such modifications/changes must be made at least 30 days prior to implementation. A formal written amendment is required when there is an increase or decrease in funding or a change in the term of the agreement.

**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 2022** by **\$193,137** and **FY 2023** by **\$193,137** and is amended to read: The maximum amount payable under this Grant shall not exceed ~~Nine Hundred Seventy-Eight Thousand, Nine Hundred Forty-Eight Dollars (\$978,948)~~ **One Million, Three Hundred Sixty-Five Thousand, Two Hundred Twenty-Two Dollars (\$1,365,222)**.

**STANDARD PROVISIONS.** The following exhibits are attached and made a part of this Grant Amendment by this reference.

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS

Exhibit E STANDARDS AND ~~GENERAL TERMS AND CONDITIONS~~ **PROCEDURES**

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

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

Direct all inquiries to:

<p><b>California Department of Public Health,          STD Control Branch</b></p>	<p><b>Grantee: City and County of San Francisco</b></p>
<p>Attention: <del>May Otow</del>  <b><u>Adriana Cervantes</u></b>          Grant Manager</p>	<p>Attention: <del>Susan Philip</del>          Stephanie Cohen  <b><u>Acting</u></b> Director, Disease          Prevention and Control Branch</p>
<p>Address: P.O. Box 997377, MS 7320</p>	<p>Address: <del>25 Van Ness Avenue, Suite 345</del>  <b><u>356 7<sup>th</sup> Street</u></b></p>
<p>City, Zip: Sacramento, Ca 95899-7377</p>	<p>City, ZIP: San Francisco, CA 94102 <b><u>94103</u></b></p>
<p>Phone: (916) 552-9788</p>	<p>Phone: <del>(628) 206-7638</del>  <b><u>(628) 217-6674</u></b></p>
<p>Fax: <del>(916) 636-6454</del>  <b><u>(916) 636-6755</u></b></p>	<p>Fax: <del>(628) 554-9636</del>  <b><u>(628) 217-6606</u></b></p>
<p>E-mail: <del><a href="mailto:May.Otow@cdph.ca.gov">May.Otow@cdph.ca.gov</a></del>  <b><u><a href="mailto:Adriana.Cervantes@cdph.ca.gov">Adriana.Cervantes@cdph.ca.gov</a></u></b></p>	<p>E-mail: <del><a href="mailto:susan.philip@sfdph.org">susan.philip@sfdph.org</a></del>  <b><u><a href="mailto:stephanie.cohen@sfdph.org">stephanie.cohen@sfdph.org</a></u></b></p>

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

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

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

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 Gelfax, 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

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A. Upon completion of project activities as provided in Exhibit A Scope of Work, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the total amount of this agreement.
- B. Invoices shall include the Grant Number and shall be submitted electronically or in triplicate not more frequently than quarterly in arrears to:

Adriana Cervantes  
California Department of Public Health  
STD Control Branch  
MS 7320  
P.O. Box 997377  
Sacramento, CA 95899-7377

Electronic invoice submissions can be transmitted via email to [STDLHJInvoices@cdph.ca.gov](mailto:STDLHJInvoices@cdph.ca.gov).

- C. Invoices shall:
  - 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Scope of Work under this Grant.
  - 2) Electronic submittal of invoices is the preferred method. Mailed hard copies are not required.
  - 3) Bear the Grantee's name as shown on the Grant.
  - 4) Identify the billing and/or performance period covered by the invoice.
  - 5) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.
- D. Invoices must be submitted no more than 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.
- E. Amount awarded under this Grant is identified in the CDPH 1229 Grant Agreement.

**2. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other



**Exhibit B**  
Budget Detail and Payment Provisions

considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than forty-five (45) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**5. Travel and Per Diem Reimbursement**

- A. Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources ([Cal HR](#)). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.
- B. In accordance with California Assembly Bill 1887 (Chapter 687, Statutes of 2016), and Government Code Section 11139.8, travel is prohibited to states that, enact the following after June 26, 2015:
  - 1. A law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression.
  - 2. A law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

**Exhibit B**  
Budget Detail and Payment Provisions

3. A law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.

The [California Attorney General's](#) webpage lists the states to where travel is prohibited.

- C. The total budget amount for out-of-state travel shall not exceed five (5) percent of the total annual budget of this grant agreement.

**6. Use of Funds / Supplanting**

These funds shall be used to supplement and enhance existing local STD program activities and services and shall not replace existing services and activities, prevent the addition of new services and activities, and does not duplicate reimbursement of costs and services received from local funds or other sources. Supplanting of funds is defined (for the purposes of this agreement) as using local assistance award monies to “replace” or “take the place of” existing local funding. For example, reductions in local funds cannot be offset by the use of any dollars for the same purpose.

**7. Proper Use of Funds**

- A. The funds for this grant agreement **may be used** for:
  1. Local health jurisdiction staff to support STD prevention and control activities.
  2. Out-of-state travel to conferences and meetings, except to prohibited states as provided in 5.B. above. Travel costs may include travel and per diem for local leadership and other relevant staff (listed in the budget as in-kind support) to attend the Annual California STD HIV Controllers Association Membership Meeting, Annual STDCB Statewide Meeting (e.g., Congenital Syphilis Prevention Forum), National STD Prevention Conference, or other national forums as relevant. Prior written approval for out-of-state travel approval must be obtained from STDCB and shall not exceed five (5) percent of the total annual budget of this grant agreement.
  3. In-state travel to support local capacity building, except to prohibited states as provided in 5.B. above. This includes training course fees, travel, and per diem to support enhancement of knowledge, skills, and abilities of Disease Intervention Workforce (e.g., Principles, Practices, and Pathways to Disease Intervention (3PDI), Phlebotomy, Cultural Humility), or other staff essential to STD prevention and control.
  4. STD test kits and other testing supplies.
  5. STD treatment (i.e., Suprax, Azithromycin, Bicillin, Ceftriaxone, Doxycycline)
  6. Condoms.
  7. Provider education materials.
  8. Client education materials.

**Exhibit B**  
Budget Detail and Payment Provisions

- B. The funds for this grant agreement **may be used for the following items, with supportive justification, tracking, and reporting of outcomes:**
1. Incentives such as low value gift cards (e.g., WalMart, Safeway, transportation vouchers), hygiene kits, and/or other STD-related incentives.
    - a. Client incentives, such as low value gift cards, may be approved as Behavioral Modification Materials (BMM). The value of the incentive is limited to \$50.00 of merchandise per person per intervention (e.g. client attendance for syphilis treatment at \$25.00 for each Bicillin injection).
    - b. Current CDPH approvals require the BMM to be justified with scientific proof of behavior change, and be accompanied by a targeted distribution plan, incentive tracking log, and reporting of incentive distribution and client outcomes.
    - c. Incentives cannot be used for the purchase of alcohol, tobacco, or drug products.
    - d. There is no prepayment for incentives. The LHJ will only be reimbursed for the amount of incentives distributed during each quarter.
    - e. The use of incentives must comply with the provisions in Exhibit E, STD Local Assistance Funds – Standards and Procedures.
  2. Material support items, including, but not limited to, sleeping bags, tarps, shelter, clothing items, and hygiene kits, to people living with, or at risk for, STIs.
    - a. The use of material support items must comply with the provisions in Exhibit E, STD Local Assistance Funds – Standards and Procedures.
  3. BMMs and material support items are provided to program participants to motivate and/or reinforce positive behavior and/or involvement in STD control and prevention activities. Receipt of a BMM and/or material support items requires action on the part of the recipient. The Grantee is responsible for the possession, security (e.g., will keep the BMMs and/or material support items in a secure location), and accountability of the BMMs and/or material support items. The Grantee will prepare a log sheet that will track and identify each of the BMMs and/or material support items, value, transfer date, and recipient.
- C. The funds for this grant agreement **cannot** be used for:
1. Stuff We All Get (SWAG) - The purchase of free promotional items for health promotion events such as pens, mugs, t-shirts, posters, key chains, or bumper stickers. This provision is in accordance with the California State Constitution, Article 16, section 6, which prohibits any gifting of public funds.
  2. Individual prizes or high value incentives (e.g., iPads, iPhones) for health promotion competitions.
  3. Cash incentives paid to an individual.
  4. Scholarships paid to an individual or a school on behalf of an individual.
  5. Food (e.g., sponsored lunch or dinner at provider education sessions, brown bag lunches, buffets at screening events).
  6. The purchase, lease, or other support of county vehicles or mobile testing units.
  7. Construction, renovation, improvement, or repair of property.
  8. The purchase of alcohol, tobacco, or cannabis.

**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
<b>Total Personnel</b>				<b>\$29,802</b>	<b>(\$29,802)</b>	<b>\$0</b>
Fringe Benefits @	40%			\$11,921	(\$11,921)	\$0
<b>Total Personnel &amp; Benefits</b>				<b>\$41,723</b>	<b>(\$41,723)</b>	<b>\$0</b>
<b>OPERATING EXPENSES</b>						
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
<b>Total Operating Expenses</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>MAJOR EQUIPMENT</b> (If >\$50K, please itemize)				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRAVEL</b> (meetings, site visits)				<b>\$500</b>	<b>(\$500)</b>	<b>\$0</b>
<b>SUBCONTRACTORS</b>						
UCSF Team Lily				\$74,997	(\$74,997)	\$0
UCSF PTC				\$48,966	(\$48,966)	\$0
<b>Total Subcontractors</b>				<b>\$123,963</b>	<b>(\$123,963)</b>	<b>\$0</b>
<b>OTHER COSTS</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)</b>			25.00%	<b>\$10,431</b>	<b>(\$10,431)</b>	<b>\$0</b>
<b>BUDGET GRAND TOTAL</b>				<b>\$176,617</b>	<b>(\$176,617)</b>	<b>\$0</b>

**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</u>	<u>Revised Budget</u>	<u>This</u>	<u>Revised Budget</u>
	Original	Revised	Original	Revised	Original	Revised		Revision	(8/7/2020)	Revision	(6/14/2021)
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
<b>Total Personnel</b>							<b>\$ 15,212</b>	<b>\$ 18,512</b>	<b>\$ 33,724</b>	<b>(\$18,259)</b>	<b>\$ 15,465.00</b>
Fringe Benefits @	24%						\$ 6,082	\$ 1,851	\$ 7,933	(\$4,291)	\$ 3,642.00
<b>Total Personnel &amp; Benefits</b>							<b>\$ 21,294</b>	<b>\$ 20,363</b>	<b>\$ 41,657</b>	<b>(\$22,550)</b>	<b>\$ 19,107.00</b>
<b>OPERATING EXPENSES</b>											
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	\$ -
<b>Total Operating Expenses</b>							<b>\$ -</b>	<b>\$ 24,816</b>	<b>\$ 24,816</b>	<b>\$0</b>	<b>\$ 24,816.00</b>
<b>MAJOR EQUIPMENT</b> (If >\$50K, please itemize)							\$ -	\$ -	\$ -	\$0	\$ -
<b>TRAVEL</b> (meetings, site visits)							\$ -	\$ -	\$ -	\$0	\$ -
<b>SUBCONTRACTORS</b>											
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
<b>Total Subcontractors</b>							<b>\$ 150,000</b>	<b>\$ 126,348</b>	<b>\$ 276,348</b>	<b>\$0</b>	<b>\$ 276,348.00</b>
<b>OTHER COSTS</b>											
<b>INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)</b>			25.00%				\$ 5,324	\$ 5,090	\$ 10,414	(\$5,638)	\$ 4,776.00
<b>BUDGET GRAND TOTAL</b>							<b>\$ 176,618</b>	<b>\$ 176,617</b>	<b>\$ 353,235</b>	<b>(\$28,188)</b>	<b>\$ 325,047.00</b>

**Exhibit B Attachment I - Schedule 1  
Subcontractor Budget  
Year 2  
July 1, 2020 - June 30, 2021**

**Name of Subcontractor: UCSF PTC**

<b>Expense Category</b>	<b>Totals</b>
Personnel	\$41,811
General Expense	\$
Travel	\$1,469
Subcontracts	\$
Indirect Costs (13% of Personnel)	\$5,686
<b>Total Costs</b>	<b>\$48,966</b>

**Name of Subcontractor:**

<b>Expense Category</b>	<b>Totals</b>
Personnel	\$
General Expense	\$
Travel	\$
Subcontracts	\$
Indirect Costs (XX% of Personnel)	\$
<b>Total Costs</b>	<b>\$0</b>

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

**PERSONNEL**

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months</u>	<u>Budget</u>
Social Worker	\$9,235.49	10%	12	\$11,083
Coordinator	\$6,833.33	10.0%	12	\$8,200
Clinician	\$5,834.16	67%	12	\$47,012
<b>Total Personnel</b>				<b>\$66,294</b>
Fringe Benefits @	46%			\$30,363
<b>Total Personnel &amp; Benefits</b>				<b>\$96,657</b>

**OPERATING EXPENSES**

ITFS (CCDSS) - Basic Service	\$617
ITFS (CCDSS) - Premium Service	\$1,025
Campus Data Network Recharge	\$460
HR Fee	\$1,061
GAEL Insurance	\$537
Communications	\$2,365
Other Expenses	\$7,350
<b>Total Operating Expenses</b>	<b>\$13,414</b>

**EQUIPMENT** (If >\$50K, please itemize) **\$0**

**TRAVEL** **\$0**

**SUBCONTRACTORS** (If >\$50K, itemize on subcontractor budget template)  
Name of subcontractor **\$0**

**Total Subcontractors** **\$0**

**OTHER COSTS** **\$0**

**INDIRECT COSTS (15% OF TOTAL DIRECT COSTS)** **\$16,511**

**BUDGET GRAND TOTAL** **\$126,582**

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

**PERSONNEL**

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months</u>	<u>Budget</u>
Trainer	\$6,000	0.45	12	\$32,400
Trainer	\$6,000	0.45	12	\$32,400
	\$0	0.00	12	\$0
<b>Total Personnel</b>				<b>\$64,800</b>
Fringe Benefits @	34%			\$22,032.00
<b>Total Personnel &amp; Benefits</b>				<b>\$86,832</b>

**OPERATING EXPENSES**

General Office Expense	\$3,000
<b>Total Operating Expenses</b>	<b>\$3,000</b>

**EQUIPMENT** (If >\$50K, please itemize) **\$0**

**TRAVEL** **\$548**

**SUBCONTRACTORS** (If >\$50K, itemize on subcontractor budget template)

Name of subcontractor \$0  
Name of subcontractor \$0

**Total Subcontractors** **\$0**

**OTHER COSTS** **\$0**

**INDIRECT COSTS (12% OF PERSONNEL AND BENEFITS)** **\$10,420**

**BUDGET GRAND TOTAL** **\$100,800**



**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 CDPH Budget (4/21/2022)	In-Kind Support for CBO	TOTAL
	Original	Revised	Original	Revised	Revised	Original	Revised									
2588 Health Worker	\$7,880	\$7,880	10%	10%		12	0	\$9,456	(\$9,456)	\$0	\$0	\$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	\$0	\$0
1823 Admin Analyst	\$0	\$8,956		5%			12	\$0	\$5,374	\$5,374	\$0	\$5,374	\$0	\$5,374	\$5,374	\$5,374
2230 Physician Specialist	\$0	\$22,807		10%	8%		12	\$0	\$27,369	\$27,369	\$0	\$27,369	(\$5,488)	\$21,881	\$5,488	\$21,881
2230 Physician Specialist (In-Kind Support to CBO)	\$0	\$22,807			2%		12	\$0	\$0	\$0	\$0	\$0	\$5,488	\$5,488		\$0
TEMP								\$0	\$11,957	\$11,957	(\$11,957)	\$0	\$0	\$0		\$0
<b>Total Personnel</b>								<b>\$15,210</b>	<b>\$29,490</b>	<b>\$44,700</b>	<b>(\$11,957)</b>	<b>\$32,743</b>	<b>\$0</b>	<b>\$32,743</b>	<b>\$5,488</b>	<b>\$32,743</b>
Fringe Benefits @		40%						\$6,084	\$11,795	\$17,879	(\$4,782.80)	\$13,096	\$0	\$13,096	\$2,195	\$13,096
<b>Total Personnel &amp; Benefits</b>								<b>\$21,294</b>	<b>\$41,285</b>	<b>\$62,579</b>	<b>(\$16,740)</b>	<b>\$45,839</b>	<b>\$0</b>	<b>\$45,839</b>	<b>\$7,683</b>	<b>\$45,839</b>
<b>OPERATING EXPENSES</b>																
General Office Expense (paper, pens, pencils)								\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Lab Services for STD tests (test kits, laboratory reagents)								\$0	\$0	\$0	\$925	\$925	\$0	\$0		\$0
<b>Total Operating Expenses</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$925</b>	<b>\$925</b>	<b>\$0</b>	<b>\$925</b>		<b>\$925</b>
<b>MAJOR EQUIPMENT</b> (If >\$50K, please itemize)								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>TRAVEL</b> (meetings, site visits)								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>SUBCONTRACTORS</b>																
UCSF Team Lily								\$150,000	(\$23,418)	\$126,582	\$20,000	\$146,582	\$0	\$146,582		\$146,582
EPIC Consultant Kathy Tomzack (50% - In-Kind Support to CBO)										\$0	\$0	\$0	\$95,863	\$95,863	\$47,932	\$95,863
<b>Total Subcontractors</b>								<b>\$150,000</b>	<b>(\$23,418)</b>	<b>\$126,582</b>	<b>\$20,000</b>	<b>\$146,582</b>	<b>\$95,863</b>	<b>\$242,445</b>	<b>\$47,932</b>	<b>\$242,445</b>
<b>OTHER COSTS</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>				<b>\$0</b>
<b>INDIRECT COSTS (25% OF PERSONNEL AND BENEFITS)</b>						25.00%		<b>\$5,323</b>	<b>\$10,321</b>	<b>\$15,644</b>	<b>(\$4,185)</b>	<b>\$11,459</b>		<b>\$11,459</b>		<b>\$11,459</b>
<b>BUDGET GRAND TOTAL</b>								<b>\$176,617</b>	<b>\$28,188</b>	<b>\$204,805</b>	<b>\$0</b>	<b>\$204,805</b>	<b>\$95,863</b>	<b>\$300,668</b>	<b>\$55,615</b>	<b>\$300,668</b>
													Original	\$	176,617	
													Carryforward	\$	28,188	
													Additional FY2	\$	95,863	
													Total	\$	300,668	

**Exhibit B, Attachment I  
Subcontractor Budget  
UCSF Team Lily  
Year 3  
July 1, 2021 – June 30, 2022**

**PERSONNEL**

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months</u>	<u>CDPH Budget</u>
Social Worker	\$9,611.00	25%	12	\$28,833
Program Manager	\$7,039.00	30.0%	12	\$25,340
Patient Navigator	\$6,010.00	45%	12	\$32,454
<b>Total Personnel</b>				<b>\$86,627</b>
Fringe Benefits @	46%			\$39,415
<b>Total Personnel &amp; Benefits</b>				<b>\$126,043</b>

**OPERATING EXPENSES**

ITFS (CCDSS) - Basic Service	\$708
ITFS (CCDSS) - Premium Service	\$0
Campus Data Network Recharge	\$528
HR Fee	\$0
GAEL Insurance	\$0
Communications	\$420
Other Expenses	\$3,178
<b>Total Operating Expenses</b>	<b>\$4,834</b>

**EQUIPMENT** (If >\$50K, please itemize) **\$0**

**TRAVEL** **\$0**

**SUBCONTRACTORS** (If >\$50K, itemize on subcontractor budget template)  
Name of subcontractor **\$0**

**Total Subcontractors** **\$0**

**OTHER COSTS** **\$0**

**INDIRECT COSTS (12% OF TOTAL DIRECT COSTS)** **\$15,705**

**BUDGET GRAND TOTAL** **\$146,582**

**Exhibit B, Attachment II**  
**Subcontractor Budget**  
**KPMG**  
**Year 3**  
**July 1, 2021 – June 30, 2022**

**PERSONNEL**

<u>Classification</u>	<u>Hourly Salary</u>	<u>Hours</u>	<u>Budget</u>
EPIC Consultant	\$315.00	304	\$95,863
<b>Total Personnel</b>			<b>\$95,863</b>
Fringe Benefits @			\$0
<b>Total Personnel &amp; Benefits</b>			<b>\$95,863</b>
<b>OPERATING EXPENSES</b>			
<b>Total Operating Expenses</b>			<b>\$0</b>
<b>EQUIPMENT</b> (If >\$50K, please itemize)			<b>\$0</b>
<b>TRAVEL</b>			<b>\$0</b>
<b>SUBCONTRACTORS</b> (If >\$50K, itemize on subcontractor budget template)			
Name of subcontractor			\$0
<b>Total Subcontractors</b>			<b>\$0</b>
<b>OTHER COSTS</b>			<b>\$0</b>
<b>INDIRECT COSTS</b>			<b>\$0</b>
<b>BUDGET GRAND TOTAL</b>			<b>\$95,863</b>

**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</u>	<u>Revised</u>	<u>This</u>	<u>In-Kind</u>	<u>Revised</u>
	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	<u>Support to Team Lily</u>	<u>Budget</u>
2588 Health Worker	\$8,116	\$8,116	10%	10%	12	0	\$9,740	(\$9,740)	\$0	\$ -		\$0
1824 Principal Admin Analyst	\$12,569	\$12,569	4%	4%	12	0	\$5,469	(\$5,469)	\$0	\$ -		\$0
1823 Senior Admin Analyst	\$0	\$10,671		5%		12	\$0	\$8,064	\$8,064	\$ (1,661)		\$6,403
2230 Physician Specialist	\$0	\$24,408		10%		12	\$0	\$20,527	\$20,527	\$ 8,762	\$7,322	\$29,289
P103 Special Nurse	\$0	\$15,589		35%		12				\$ 65,475		\$65,475
<b>Total Personnel</b>							<b>\$15,209</b>	<b>\$13,382</b>	<b>\$28,591</b>	<b>\$ 72,576</b>	<b>\$7,322</b>	<b>\$101,166</b>
Fringe Benefits @		40%					\$6,085	\$5,353	\$11,438	\$ 29,030	\$2,929	\$40,468
<b>Total Personnel &amp; Benefits</b>							<b>\$21,294</b>	<b>\$18,735</b>	<b>\$40,028</b>	<b>\$ 101,606</b>	<b>\$10,251</b>	<b>\$141,634</b>
<b>OPERATING EXPENSES</b>												
General Office Expense (paper, pens, pencils)							\$0	\$0	\$0	\$ -		\$8,291
Lab Services (see breakdown in budget justification)							\$0	\$0	\$0	\$ -		\$8,291
<b>Total Operating Expenses</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$8,291</b>
<b>MAJOR EQUIPMENT (If &gt;\$50K, please itemize)</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>TRAVEL (meetings, site visits)</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>SUBCONTRACTORS</b>												
UCSF Team Lily							\$150,000	(\$23,418)	\$126,582	\$ 58,295		\$184,877
<b>Total Subcontractors</b>							<b>\$150,000</b>	<b>(\$23,418)</b>	<b>\$126,582</b>	<b>\$ 58,295</b>		<b>\$184,877</b>
<b>OTHER COSTS</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>INDIRECT COSTS 24.678% OF PERSONNEL AND BENEFITS)</b>												
					24.68%		<b>\$5,323</b>	<b>\$4,684</b>	<b>\$10,007</b>	<b>\$ 24,946</b>		<b>\$34,952</b>
<b>BUDGET GRAND TOTAL</b>												
							<b>\$176,617</b>	<b>\$0</b>	<b>\$176,617</b>	<b>\$ 184,846</b>		<b>\$369,754</b>

FY22-23 Base Grant	\$ 176,617
Additional Funding Amount	\$ 193,137
Total FY22-23 Grant Amount	\$ 369,754
CBO Allocation	\$ 184,877
Remaining	\$ 0

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

**PERSONNEL**

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months</u>	<u>Budget</u>
Social Worker	\$11,161.00	20%	12	\$26,786
Program Manager	\$7,577.00	20%	12	\$18,185
UCSF Patient Navigator 1	\$7,250.00	20%	12	\$17,400
UCSF Patient Navigator 2	\$6,190.00	20%	12	\$14,856
<b>Total Personnel</b>				<b>\$77,227</b>
Fringe Benefits @	39.8%			\$30,736
<b>Total Personnel &amp; Benefits</b>				<b>\$107,964</b>

**OPERATING EXPENSES**

<u>Requested Item or Service</u>	<u>Monthly or</u>	<u>Quantity</u>	<u>Requested</u>
CCDSS - Basic Service	\$59.00	80%	12 \$566
Campus Data Network Recharge	\$46.50	80%	12 \$446
Computer Station	\$ 2,500		1 \$2,500
Domestic Violence Training			\$5,000
Communications	\$80.00	60%	12 \$576
Printing/Reproduction			
<i>Team Lily Brochures</i>	\$0.76 /page		500 \$380
<i>Team Lily Info Sheets</i>	\$1.25 /card		500 \$625
Medical Supplies	\$77.50 /box of test k		20 \$1,550
Non-Medical Supplies			\$10,000
Incentives	\$25.00 gift card		700 \$17,500
Other Expenses	\$15.92 /ride X 5 rides/year X 100 p		\$7,962
<b>Total UCSF Team Lily Operating Costs</b>			<b>\$47,105</b>
<b>Total Operating Expenses</b>			<b>\$47,105</b>

**EQUIPMENT** (If >\$50K, please itemize) **\$0**

**TRAVEL** **\$0**

**SUBCONTRACTORS** (If >\$50K, itemize on subcontractor budget template)

<u>Requested Item or Service</u>	<u>Monthly or Hourly Rate/Unit Cost</u>	<u>Quantity</u>	<u>Requested Amount</u>
<i>Signy Toquinto</i>	\$100.00 hourly rate	80	\$8,000
<i>Community Partner and Patient Reviewers</i>	\$100.00 honorarium	20	\$2,000
<b>Total Subcontractors</b>			<b>\$10,000</b>

**OTHER COSTS** **\$0**

**INDIRECT COSTS (12% OF TOTAL DIRECT COSTS)** **\$19,808**

**BUDGET GRAND TOTAL** **\$184,877**

**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</u>	<u>Revised</u>	<u>This</u>	<u>In-Kind</u>	<u>Revised</u>
	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>	<u>Original</u>	<u>Revised</u>		<u>Revision</u>	<u>Budget</u>	<u>Revision</u>	<u>Support to Team Lily</u>	<u>Budget</u>
2588 Health Worker	\$8,116	\$8,116	10%	10%	12	0	\$9,740	(\$9,740)	\$0	\$ -		\$0
1824 Principal Admin Analyst	\$12,569	\$12,569	4%	4%	12	0	\$5,469	(\$5,469)	\$0	\$ -		\$0
1823 Senior Admin Analyst	\$0	\$11,608		5%		12	\$0	\$8,064	\$8,064	\$ (1,099)		\$6,965
2230 Physician Specialist	\$0	\$24,934		10%		12	\$0	\$20,527	\$20,527	\$ 9,394	\$7,480	\$29,921
P103 Special Nurse	\$0	\$15,589		35%		12				\$ 65,475		\$65,475
<b>Total Personnel</b>							<b>\$15,209</b>	<b>\$13,382</b>	<b>\$28,591</b>	<b>\$ 73,769</b>	<b>\$7,480</b>	<b>\$102,360</b>
Fringe Benefits @		40%					\$6,085	\$5,353	\$11,438	\$ 29,508	\$2,992	\$40,946
<b>Total Personnel &amp; Benefits</b>							<b>\$21,294</b>	<b>\$18,735</b>	<b>\$40,028</b>	<b>\$ 103,277</b>	<b>\$10,472</b>	<b>\$143,305</b>
<b>OPERATING EXPENSES</b>												
General Office Expense (paper, pens, pencils)							\$0	\$0	\$0	\$ -		\$0
Lab Services (See breakdown in budget justification)							\$0	\$0	\$0	\$ -		\$6,207
<b>Total Operating Expenses</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$6,207</b>
<b>MAJOR EQUIPMENT (If &gt;\$50K, please itemize)</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>TRAVEL (meetings, site visits)</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>SUBCONTRACTORS</b>												
UCSF Team Lily							\$150,000	(\$23,418)	\$126,582	\$ 58,295		\$184,877
<b>Total Subcontractors</b>							<b>\$150,000</b>	<b>(\$23,418)</b>	<b>\$126,582</b>	<b>\$ 58,295</b>		<b>\$184,877</b>
<b>OTHER COSTS</b>												
							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ -</b>		<b>\$0</b>
<b>INDIRECT COSTS 24.678% OF PERSONNEL AND BENEFITS)</b>												
					24.68%		<b>\$5,323</b>	<b>\$4,684</b>	<b>\$10,007</b>	<b>\$ 25,358</b>	<b>\$10,007</b>	<b>\$35,365</b>
<b>BUDGET GRAND TOTAL</b>												
							<b>\$176,617</b>	<b>\$0</b>	<b>\$176,617</b>	<b>\$ 186,931</b>		<b>\$369,754</b>

FY22-23 Base Grant	\$ 176,617
Additional Funding Amount	\$ 193,137
Total FY22-23 Grant Amount	\$ 369,754
CBO Allocation	\$ 184,877
Remaining	\$ (0)

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

**PERSONNEL**

<u>Classification</u>	<u>Monthly Salary</u>	<u>Percent of Time</u>	<u>Months</u>	<u>Budget</u>
Social Worker 1	\$11,495.83	20.00%	12	\$27,590
Social Worker 2	\$8,417.39	20.00%	12	\$20,202
Program Manager	\$7,804.31	20.00%	12	\$18,730
UCSF Patient Navigator 1	\$7,467.50	20.00%	12	\$17,922
UCSF Patient Navigator 2	\$6,375.70	15.00%	12	\$11,476
<b>Total Personnel</b>				<b>\$95,920</b>
Fringe Benefits @	39.8%			\$38,176
<b>Total Personnel &amp; Benefits</b>				<b>\$134,097</b>

**OPERATING EXPENSES**

<u>Requested Item or Service</u>	<u>Monthly or Hourly</u>	<u>Quantity or Months</u>	<u>Requested Amount</u>
CCDSS - Basic Service	\$59.00	95%	12 \$673
Campus Data Network Recharge	\$48.00	95%	12 \$547
Communications	\$80.00	75%	12 \$720
Medical Supplies	\$77.50 /box of test kit		20 \$1,550
Non-Medical Supplies			\$10,000
Other Expenses	\$16.55 /ride	400	\$6,620
<b>Total UCSF Team Lily Operating Costs</b>			<b>\$20,110</b>
<b>Total Operating Expenses</b>			<b>\$20,110</b>

**EQUIPMENT** (If >\$50K, please itemize) **\$0**

**TRAVEL** **\$5,862**

3rd National Women and Addiction Group (WAG) Summit is a 3-day conference in Seattle

<i>Airfares to Seattle</i>	\$417.00 RT Airfare	6	\$2,502.00
<i>Seattle Hotel</i>	\$175.00 /night	6	\$2,100.00
<i>Meals</i>	\$75.00 /day	6	\$900.00
<i>Ground Transportation</i>	\$30.00 /day	6	\$360.00

**SUBCONTRACTORS** (If >\$50K, itemize on subcontractor budget template)

<u>Requested Item or Service</u>	<u>Monthly or Hourly Rate/Unit Cost</u>	<u>Quantity</u>	<u>Requested Amount</u>
<i>Signy Toquinto</i>	\$100.00 hourly rate	50	\$5,000
<b>Total Subcontractors</b>			<b>\$5,000</b>

**OTHER COSTS** **\$0**

**INDIRECT COSTS (12% OF TOTAL DIRECT COSTS)** **\$19,808**

**BUDGET GRAND TOTAL** **\$184,877**

**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
	<b>Personnel -</b>						-
	2588 Health Worker	-	6,209				6,209
	1824 Principal Admin Analyst	-	9,256				9,256
	1823 Senior Admin Analystst			5,374	6,403	6,965	18,742
	2230 Physician Specialist			27,369	29,289	29,921	86,578
	P103 Special Nurse				65,475	65,475	130,949
	<b>Fringe benefits</b>	-	3,642	13,096	40,468	40,946	98,152
	<b>Materials and Supplies</b>						-
	General Office Expenses				8,291		8,291
	Lab Services		24,816	925		6,207	31,948
	<b>Contractual</b>						-
	UCSF Team Lily		126,582	146,582	184,877	184,877	642,918
	UCSF PTC		48,966				48,966
	UCSF AETC		100,800				100,800
	EPIC Consultant Kathy Tomzack			95,863			95,863
	<b>Indirect Costs (24.678% of Personnel + Fringe benefits)</b>	-	4,776	11,460	34,952	35,365	86,553
<b>Total</b>		-	<b>325,046</b>	<b>300,668</b>	<b>369,754</b>	<b>369,754</b>	<b>1,365,222</b>



## Exhibit E

### STD Local Assistance Funds – Standards and ~~General Terms and Conditions~~ Procedures

#### 1. Overview

The California Department of Public Health (CDPH) STD Control Branch (STDCB) sets forth the following standards and procedures. These standards and procedures specify the conditions for receipt of CDPH STDCB local assistance funds.

The local health department has the authority for STD prevention and control as outlined in the Summary of Regulations Related to STD Prevention and Control Efforts in California. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STD-ForLocalHealthJurisdictions.aspx>

#### 2. Grantee's Responsibilities

The Grantee agrees to:

- A. Direct activities toward achieving the program objectives set forth by the CDPH STDCB.
- B. Use these funds in accordance with any additional guidance set forth by the CDPH STDCB regarding the granting, use and reimbursement of the STDCB local assistance funds. Additional consideration should be given to other guidance from the CDPH and Centers for Disease Control and Prevention (CDC) intended to highlight successful STD, HIV and/or HCV prevention strategies or outline California specific initiatives, policies and procedures. Please find relevant programmatic guidance documents on the CDPH STDCB website: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STD.aspx>
- C. Use these funds to augment existing funds and not supplant funds that have been locally appropriated for the same purposes. Local assistance funds are intended to provide local entities with increased capabilities to address STD control needs. Supplanting of funds is defined (for the purposes of this agreement) as using local assistance award monies to “replace” or “take the place of” existing local funding. For example, reductions in local funds cannot be offset by the use of CDPH STDCB dollars for the same purpose.
- D. Abide by the most recent standards of care for STD screening, treatment, control and prevention as promulgated by:
  1. California Department of Public Health  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STDs-ClinicalGuidelines.aspx>
  2. Centers for Disease Control and Prevention  
<https://www.cdc.gov/std/tg2015/default.htm>  
<https://www.cdc.gov/std/>

## Exhibit E

### STD Local Assistance Funds – Standards and ~~General Terms and Conditions~~ Procedures

- E. Share health advisories, health education materials, outreach, testing and linkage to care and care coordination protocols, and other products created to enhance STD awareness, prevention, testing, linkage to care, and care coordination funded with these dollars with CDPH and other LHJs and community-based organizations (CBOs) in California. The intent of this is to allow duplication (where possible) and cross-jurisdictional reach of successful STD interventions and activities aimed at the priority populations, clinical providers, and community partners. Source documents should be submitted to CDPH STDCB upon completion and with the annual progress report, and upon request from CDPH, as relevant.
- F. Submit information and reports as requested by the CDPH STDCB.
- G. Ensure the use of a competitive bid process in the selection of all subcontracts. If the subcontract is one where the LHJ has a current agreement with, indicate the date the agreement was effective. If the CBO is a non-profit agency as defined by Internal Revenue Code 501(c), ensure the LHJ has a current letter on file from the Internal Revenue Service for the CBO.

### 3. Reporting Requirements

#### A. Case Report, Laboratory, and Interview Record

All Grantees shall comply with morbidity reporting requirements for reportable STDs identified in Title 17, California Code of Regulations (CCR) §2500, §2593, §2641.5-2643.20, and §2800 – 20182 Reportable Diseases and Conditions. <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/ReportableDiseases.pdf>

All Grantees, excluding Los Angeles and San Francisco, must enter STD case reports, laboratory results, and interview data for their jurisdiction directly into the California Reportable Disease Information Exchange (CalREDIE) system, the CDPH web-based reporting software for notifiable diseases. Data must be entered into the appropriate tabs and forms in CalREDIE. Submission of hard copy forms for data entry into CalREDIE by CDPH or scanning of case reports, laboratory results, or interview records into the electronic filing cabinet (EFC), sans data entry, will not be accepted. CDPH STD Control Branch will provide essential variables for data entry and STD case report forms. Specific case investigation and report requirements are as follows:

1. Syphilis laboratory tests and confidential morbidity reports should be processed and assigned for investigation according to the California Syphilis Reactor Alert System (SRAS). Some health jurisdictions may have a more nuanced local system for prioritizing reported reactive syphilis tests.

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/SyphilisReactorSRASChartAlgorithm.pdf>

## Exhibit E

### STD Local Assistance Funds – Standards and ~~General Terms and Conditions~~ Procedures

2. Syphilis cases and congenital syphilis case investigations are to be reported according to updated CDPH STDCB protocols on the appropriate case report forms (Syphilis Interview Record or California Congenital Syphilis-CS Case Investigation and Report) found in CalREDIE; samples of these forms can be viewed at <https://www.cdph.ca.gov/Programs/PSB/Pages/CommunicableDiseaseControl.aspx>. Grantees will complete and close investigations in CalREDIE within 45 days of initial report to local health department.
3. Chlamydia and gonorrhea reports are automatically initiated through CalREDIE with electronic laboratory report information, data entry of laboratory, or provider report.
4. Cases of gonorrhea with suspected treatment failure or with high minimum inhibitory concentrations (MIC) to CDC-recommended treatment should be reported to CDPH STDCB within 24 hours of initial report to local health department. Reports should be conveyed by calling the CDPH STDCB Office at (510) 620-3400.
5. Suspected or confirmed cases of lymphogranuloma venereum, and chancroid should be reported to CDPH STDCB within 24 hours of initial report to local health department. Reports should be conveyed by calling the CDPH STDCB Office at (510) 620-3400.
6. Grantees will participate in STD-specific CalREDIE trainings and conduct quality control procedures, including review of cases to ensure appropriate surveillance case definition and reconciliation of case counts.

For additional STD-related CalREDIE help, please email [STDCalREDIE@cdph.ca.gov](mailto:STDCalREDIE@cdph.ca.gov).

For STD case definitions, please visit <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STDCaseDefinitions.aspx>

For frequently asked questions, manuals/guidelines, and forms/instructions. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/STD-CalREDIE-Resources.aspx>

Los Angeles and San Francisco grantees must report the data outlined above to CDPH STD Control Branch via a secure file transfer protocol (FTP) on a weekly basis. Data will be transmitted using the following formats:

- Case report data to be submitted using the National Electronic Telecommunications System for Surveillance (NETSS) or Message Mapping Guides (MMG) standards.
- Interview record data to be submitted in a format that conforms to the corresponding CalREDIE data elements.

## Exhibit E

### STD Local Assistance Funds – ~~Standards and General Terms and Conditions~~ Procedures

**B. Performance Measurement and Program Evaluation**

Grantees will submit performance indicators specified in the scope of work, including for activities subcontracted to one or more community-based organizations. Project specific data reporting requirements and performance indicators will be determined in collaboration with CDPH within the first three months of the project period.

**C. Data Security and Confidentiality**

Grantees shall comply with recommendations set forth in CDC's "Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs."

<http://www.cdc.gov/nchhstp/programintegration/docs/PCSIDataSecurityGuidelines.pdf>. Grantees shall have staff complete CDPH required confidentiality and data security training, and maintain on file associated confidentiality agreements for each staff person with access to STD data.

**D. Outbreak Reporting**

The California Code of Regulations (Title 17, Section 2502[c]) directs local health officers to immediately report unusual disease occurrences or outbreaks to CDPH. Reports should be conveyed by calling the CDPH STDCB Office at (510) 620-3400.

**E. Financial Expenditures and Reporting**

Grantees must maintain records reflecting actual expenditures. Please see the CDPH STDCB Use of Local Assistance Funds document for guidance on allowable and non-allowable expenditures.

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/UseofLocalAssistanceFunds.pdf>. The CDPH STDCB reserves the right to question and re-negotiate reimbursement for any expenditure that may appear to exceed a reasonable cost for the service. Financial expenditures/reporting are required and must be submitted within 45 calendar days after the end of each quarter. Annual financial expenditures and reporting should be submitted no later than 45 days after the end of the budget period. Invoices should be sent to [STDLHJInvoices@cdph.ca.gov](mailto:STDLHJInvoices@cdph.ca.gov).

## Exhibit E

### STD Local Assistance Funds – Standards and ~~General Terms and Conditions~~ Procedures

#### **F. Performance Progress Reporting**

The Annual Performance Progress Report is due no later than 30 days prior to the end of the budget period (e.g. May 31, 2020), and serves as the continuation application for the follow-on budget period. All publications and manuscripts published as a result of the work supported in part or whole by the cooperative grant must be submitted with the performance progress reports. Additionally, health advisories, health education materials, and other products should be submitted. Annual Performance Progress Report should be submitted to [STDLHJContracts@cdph.ca.gov](mailto:STDLHJContracts@cdph.ca.gov).

#### **G. Reporting Use of Incentives**

Acceptable incentives include items such as low value gift cards (e.g., WalMart, Safeway, transportation vouchers), hygiene kits, and/or other STD-related incentives. All proposals for incentives must be submitted to CDPH STDCB for review prior to purchase and project implementation, accompanying documents must contain justification for use as behavior modification material, and accompanied by a targeted distribution plan and tracking/reporting/outcome log. When using incentives to achieve the goals and objectives outlined in the Scope of Work, the Grantee must adhere to the following requirements:

1. Complete a Subject Reimbursement Log that is kept within a secure study file. This log will contain the gift card brand, gift card number, denomination, date purchased, reason for disbursement, the recipient of the incentive, and the issue date (see attached log).
2. Each participant receiving an incentive must complete a Subject Incentive Payment Receipt at the time the incentive is issued. The Subject Incentive Payment Receipt must be kept in a secure location.
3. Participation incentives cannot be used for the purchase of alcohol, tobacco, or drug products.
4. A copy of the Subject Reimbursement Log must be submitted with the quarterly invoice.
5. The Subject Incentive Payment Receipt must be kept for a minimum of five (5) years after the termination of the grant.

## Exhibit E

### STD Local Assistance Funds – Standards and ~~General Terms and Conditions~~ Procedures

- H. **Reporting Use of Material Support**  
**Acceptable material support includes, but it is not limited to, sleeping bags, tarps, shelter, clothing items, and hygiene kits. All proposals for material support items must be submitted to CDPH STDCB for review prior to purchase and project implementation, accompanying documents must contain justification for use, targeted distribution plan and tracking/reporting/outcome log. When using material support items to achieve the goals and objectives outlined in the Scope of Work, the Grantee must adhere to the following requirements:**
- 1. Complete a Subject Reimbursement Log that is kept within a secure study file. This log will contain the material support item name, denomination, date purchased, reason for disbursement, the recipient of the material support item, and the issue date (see attached log).**
  - 2. Each participant receiving material support item must complete a Subject Payment Receipt at the time the material support item is issued. The Subject Payment Receipt must be kept in a secure location.**
  - 3. A copy of the Subject Reimbursement Log must be submitted with the quarterly invoice.**
  - 4. The Subject Payment Receipt must be kept for a minimum of five (5) years after the termination of the grant.**
4. **Rights of California Department of Public Health, Sexually Transmitted Disease Control Branch**
- A. The CDPH STDCB reserves the right to modify the terms and conditions of all awards. Additional information and documentation may be required.
  - B. The CDPH STDCB reserves the right to use and reproduce all reports and data produced and delivered pursuant to the local assistance awards and reserves the right to authorize others to use or reproduce such materials, provided that the confidentiality of patient information and records is protected pursuant to California State laws and regulations.



TOMÁS J. ARAGÓN, MD, DrPH  
Director and State Public Health Officer

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



GAVIN NEWSOM  
Governor

October 24, 2022

Dr. Stephanie E. Cohen  
STD Controller  
San Francisco Department of Public Health  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94103

**RE: Additional General State Funding for Fiscal Years 2022-2023 and 2023-2024**

Dear Sexually Transmitted Disease (STD) Controller and/or STD Program Staff:

This letter is to notify you that additional state general fund local assistance dollars for the STD Prevention and Collaboration Grant were appropriated with the passage of the 2021 and 2022 State Budget Act ([Assembly Bill 178](#), Chapter 45, Statutes of 2022). Based on the funding formula previously discussed with the California STD/HIV Controllers Association, the STD Control Branch has determined that an additional \$386,274.00 will be added to your grant agreement, number 19-10971, making the revised agreement total \$1,365,222.00 in ongoing STD Prevention and Collaboration Grant state general funds, starting in the current state fiscal year. There will be no further rollover of funds from previous fiscal years – requests from stakeholders to carry forward funds were not approved.

The additional funding should be used to continue the STD prevention and control activities outlined in your grant agreement within your jurisdiction. However, LHJs may want to adjust their grant activities and budget based on new required activities and new flexibility included in the State Budget Act, which are described further below.

**New Required Activity**

Health and Safety Code Section 120511 now requires LHJs receiving STD Prevention and Collaboration Grant funds to include at least one identified activity in their Scope of Work (SOW) to facilitate expanded access to STD clinical services, including, but not limited to, lesbian, gay, bisexual, transgender and queer-identified populations, including those who face confidentiality barriers in using their health coverage to receive STD testing, treatment, and related care. Please indicate which new or existing activity in your SOW will meet this requirement by sending an email to your Regional Capacity Building Coordinator with a Cc to your grant manager [Adriana.Cervantes@cdph.ca.gov](mailto:Adriana.Cervantes@cdph.ca.gov).





## **New Flexibility in Use of STD Prevention and Collaboration Grant Funds**

The State Budget Act (Senate Bill 184, Chapter 45, Statutes of 2022) amended [Health and Safety Code Section 120511](#) to include several new, important types of flexibility in how STD Prevention and Collaboration Grant local assistance funds may be spent.

### **A. Use of In-Kind Support to Support Community-Based Organization (CBOs)**

No less than 50 percent of STD Prevention and Collaboration Grant funds allocated to the LHJ must be provided, *[new language follows in bold]* **or used to support activities in partnership with**, CBOs or nonprofit health care providers, provided that there are CBOs or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services. This new language formally allows LHJs to offer in-kind support, such as staffing, testing supplies, and other supports, in lieu of entering into a formal LHJ subcontract with a CBO, such as but not limited to when subcontracting is not feasible. Please track these supports to ensure that a combination of direct and/or in-kind support totals at least 50 percent of the annual STD Prevention and Collaboration Grant.

### **B. Delivery of Integrated Services**

STD Prevention and Collaboration Grant funds may now be used for **integrated services for STDs, viral hepatitis, HIV, and drug overdose, to the extent they improve health outcomes for people living with, or at risk for, STDs** provided they are consistent with grant activities approved by the STD Control Branch. This new language formally allows grantees to, for example, integrate HIV and HCV testing into existing syphilis testing activities in priority settings in which integrated testing and preventive services are recommended, such as drug treatment programs, emergency departments, jails, homeless encampments, syringe service programs, and other street outreach settings.

### **C. Provision of Material Supports**

STD Prevention and Collaboration Grant funds may now be used for **material support, to enable clients to overcome barriers and facilitate adherence to testing and linkage to care and treatment. Enablers include, but are not limited to, sleeping bags, tarps, shelter, clothing items, and hygiene kits, to people living with, or at risk for, STDs** for purposes consistent with grant activities approved by the STD Control Branch. This new language formally allows Grantees to purchase the kinds of material supports that STD program clients experiencing homelessness often request during street outreach without these materials being counted towards the maximum allowable amount for incentives for an individual within a budget year.

All proposals for material support must be submitted to the STD Control Branch for review prior to purchase and project implementation, must contain justification for use and accompanied by a targeted distribution plan tracking/reporting/outcome log. When using material support to achieve the goals and objectives outlined in the SOW, the Grantee must adhere to the provisions in Exhibit E, STD Local Assistance Funds – Standards and Procedures, 3, H.

Edits to the grant agreement document to reflect the new activities and uses of funds outlined above can be approved as part of this amendment process (e.g., by adding a description of integrated services or materials supports into an existing activity in the LHJ's SOW or by adding an innovative project under Part II Activity H in the SOW and including a description of the innovative activities to be conducted).



The grant amendment documents have been prepared by the STD Control Branch, Business Operation Support Section (BOSS) and approved by CDPH – Contracts Management Unit. This grant amendment is to increase the annual amount for FYs 2022-2023 and 2023-2024 by \$193,137.00 and these funds must be expended during the same fiscal year in which they are appropriated.

**In an effort to expedite this grant amendment through the approval process, we request that the following items be returned no later than **11/28/2022** via email at [STDLHJContracts@cdph.ca.gov](mailto:STDLHJContracts@cdph.ca.gov) with a Cc to [Adriana.Cervantes@cdph.ca.gov](mailto:Adriana.Cervantes@cdph.ca.gov).**

**1. Original copies of the Grant Agreement (CDPH 1229A)**

Signature page only (page five of the grant agreement) must bear original or digital signatures.

- Please note that due to the continued presence of COVID-19, CDPH is accepting digitally signed grant agreements and electronic submittals. Therefore, until further notice, any documents received electronically will be considered original copies.
- When submitting the grant documents electronically, please ensure electronic submittals are “clean and legible,” preferably scanned in color with minimum 300x300 resolution.

**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 of STD prevention and control activities.

- **If your next board meeting is scheduled after 11/28/2022, please submit a Letter of Intent to add this amendment to your next board meeting.**
- When you have the 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)**

**4. Budget for fiscal years 2022-2023 and 2023-2024**

**5. Budget Justification for fiscal years 2022-2023 and 2023-2024**

Upon final approval of the grant agreement documents, you will receive an executed copy. If you have any questions, please feel free to contact [Adriana.Cervantes@cdph.ca.gov](mailto:Adriana.Cervantes@cdph.ca.gov).

Sincerely,



Kathleen Jacobson MD,  
Chief STD Control Branch

# 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](http://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

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.

**From:** [Altman, Claire \(DPH\)](#)  
**To:** [Chan, Connie \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)  
**Cc:** [Jalipa, Brent \(BOS\)](#); [Hsieh, Frances \(BOS\)](#); [Prager, Jackie \(BOS\)](#); [Thornhill, Jackie \(BOS\)](#); [Chung, Lauren \(BOS\)](#); [Trainor, Nikole \(DPH\)](#); [Blum, Bill \(DPH\)](#); [Neary, Beth \(DPH\)](#); [Scarafia, Jeff \(DPH\)](#); [Janssen, Julia \(DPH\)](#); [Taylor, Anthony \(DPH\)](#); [Wong, Greg \(DPH\)](#); [Validzic, Ana \(DPH\)](#)  
**Subject:** 2/1 Budget & Finance: DPH Retroactive Items  
**Date:** Thursday, January 26, 2023 4:34:14 PM

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Hello Supervisors Chan, Mandelman and Safai,

The Department of Public Health (DPH) will request approval for five (5) retroactive items at the February 1<sup>st</sup> Budget & Finance committee meeting. We've provided a brief description of the items and our DPH representatives. Please let us know if you have questions or if you'd like to meet and discuss any of these items.

**File 221276 - Apply for Grant - Centers for Disease Control and Prevention - Integrated HIV Surveillance and Prevention Programs for Health Departments - \$7,804,306** - Resolution authorizing the Department of Public Health to submit a one-year application for Calendar Year 2023 to continue to receive funding for the Integrated HIV Surveillance and Prevention Programs for Health Departments from the Centers of Disease Control and Prevention, and requesting \$7,804,306 in HIV prevention funding for San Francisco from January 1, 2023, through May 31, 2024.

- **Description:** These grant funds are awarded to the Department on an annual basis to cover an integrated HIV Surveillance and Prevention Program for San Francisco residents. The funds are utilized to support epidemiological activities required to support this system of HIV surveillance and prevention as well as direct services provided by the Department, or those subcontracted to qualified contractors selected through RFP.
- **Reason for Retroactive Request:** DPH is respectfully requesting retroactive approval for this grant application. Ordinance No. 265-05 requires that City Departments submit applications at least 60 days prior to the grant deadline for review and approval. For this grant, the CDC released the application announcement on September 17<sup>th</sup>, 2022, with a due date of October 17<sup>th</sup>, 2022, allowing 30 business days for the entire process. In the interest of timeliness, the Department is seeking retroactive approval by submitting this year's grant application.
- **DPH Representative:** Nikole Trainor | Budget, Contract and Communication Manager, Department of Public Health | email: [nikole.trainor@sfdph.org](mailto:nikole.trainor@sfdph.org)

**File 221277 - Apply for Grant - Retroactive - Health Resources Services Administration - Ryan White Act HIV/AIDS Emergency Relief Grant Program - \$15,962,602** - Resolution retroactively authorizing the Department of Public Health to submit an application to continue to receive funding for the Ryan White Act HIV/AIDS Emergency Relief Grant Program grant from the Health Resources Services Administration; and requesting \$15,962,602 in HIV Emergency Relief Program funding for the San Francisco Eligible Metropolitan Area for the period of March 1, 2023, through February 29, 2024.

- **Description:** This application represents approximately \$15,962,602 in funding for the San Francisco Eligible Metropolitan Area (EMA). The San Francisco EMA includes the City and County of San Francisco, Marin County and San Mateo County. The funding supports a multitude of health services to HIV positive persons residing in these three counties.

**Reason for Retroactive Request:** DPH is respectfully requesting retroactive approval of this grant application. Ordinance No. 265-05 requires that City Departments submit applications at least 60 days prior to the grant deadline for review and approval. For this grant, HRSA released the application announcement on August 26<sup>th</sup>, 2022, with a due date of October 3<sup>rd</sup>, 2022, allowing 38 business days for the entire process. In the interest of timeliness, the Department is seeking retroactive approval by submitting the grant application.

• **DPH Representatives:**

- Bill Blum | Director of Program, Primary Care & Director of HIV Health Services, Department of Public Health | email: [bill.blum@sfdph.org](mailto:bill.blum@sfdph.org)
- Beth Neary | HIV Health Services Assistant Director, Department of Public Health | email: [beth.neary@sfdph.org](mailto:beth.neary@sfdph.org)

**File 230029 - Accept and Expend Grant - Retroactive - San Francisco Health Plan - CalAIM**

**Incentive Payment Program (IPP) - \$316,800** - Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$316,800 from the San Francisco Health Plan for participation in a program, entitled “CalAIM Incentive Payment Program (IPP),” for the period of September 12, 2022, through February 28, 2023.

- **Description:** This funding will be used to hire DPH information technology (IT) staff to support the approvals process, technical build, and implementation of CareLink, and increase the number of organizations and individuals who are able to use CareLink.
- **Reason for Retroactive Request:** DPH received the award agreement on September 14<sup>th</sup>, 2022, for a project start date of September 12<sup>th</sup>, as determined by the San Francisco Health Plan. Upon receiving the award agreement, DPH worked to prepare the budget and legislative packet. Once the budget and legislative packet were prepared, this grant required review by the City Attorney and the Controller’s Office. The grant was sent to the City Attorney’s Office on October 21<sup>st</sup>, and once reviewed was sent to the Controller’s Office on November 8<sup>th</sup>. Once finalized, it was sent to the Mayor’s Office on December 29<sup>th</sup>, 2022, for introduction on January 10<sup>th</sup>, 2023. We respectfully request retroactive approval to accept and expend these funds.
- **DPH Representative:** Jeff Scarafia | Deputy Chief Information Officer, Department of Public Health | email: [jeff.scarafia@sfdph.org](mailto:jeff.scarafia@sfdph.org)

**File 230028 - Accept and Expend Grant - Retroactive - California Department of Public Health - Monkeypox Response Funding Award Number MPX-012 City & County of San Francisco -**

**\$1,616,252** - Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$1,616,252 from the California Department of Public Health for participation in a program, entitled “Monkeypox Response Funding Award Number MPX-012 City & County of San Francisco,” for the period of July 1, 2022, through June 30, 2023.

- **Description:** The grant funding will provide Public Health Laboratory (PHL) with necessary equipment and supplies to support the ongoing Human Monkeypox Virus (MPX) response and testing of other communicable diseases.
- **Reason for Retroactive Request:** DPH received the award letter on October 7<sup>th</sup>, 2022, for a program start date of July 1<sup>st</sup>, 2022, as determined by the California Department of Public Health. Upon receiving the award letter, DPH worked to prepare the budget and legislative

packet. Once prepared, the grant was sent to the Controller's Office for review on November 17<sup>th</sup>. Once the Controller's Office review was complete, the packet was sent to the Mayor's Office on December 22<sup>nd</sup>, 2022, for introduction on January 10<sup>th</sup>, 2023. We respectfully request retroactive approval to accept and expend these funds.

- **DPH Representative:** Julia Janssen | Deputy Medical Director, STI Prevention and Control Section, Department of Public Health | email: [julia.janssen@sfdph.org](mailto:julia.janssen@sfdph.org)

**File 230027 - Accept and Expend Grant - Retroactive - California Department of Public Health - Sexually Transmitted Disease Program Management and Collaboration - \$1,365,222**

- Resolution retroactively authorizing the Department of Public Health to accept and expend a grant increase in the amount of \$386,274 from the California Department of Public Health for a total amount of \$1,365,222 for participation in a program, entitled "Sexually Transmitted Disease Program Management and Collaboration," for the period of July 1, 2019, through June 30, 2024.

- **Description:** The funds will be used for the implementation of public health activities to monitor, investigate, and prevent sexually transmitted diseases (STD) in collaboration with community-based organizations within the local health jurisdiction.
- **Reason for Retroactive Request:** DPH received the original grant on December 3<sup>rd</sup>, 2019, for a project start date of July 1<sup>st</sup>, 2019. The original grant was approved by the Board of Supervisors on July 17<sup>th</sup>, 2020 (file [200639](#)). In 2022, DPH received two grant increases: the first on March 25<sup>th</sup>, 2022, and the second on October 24<sup>th</sup>, 2022. Upon receiving these grant increases, the Department worked to prepare the updated program budget and the legislative packet. DPH forwarded the complete budget and grant packet to the Controller's Office for review on December 6<sup>th</sup>, 2022. Once the review was complete, the legislative packet was sent to the Mayor's Office on December 29<sup>th</sup>, 2022, for introduction on January 10<sup>th</sup>, 2023. We respectfully request retroactive approval to accept and expend these funds.
- **DPH Representative:** Anthony Taylor | HIV/STI Program Manager, Department of Public Health | email: [anthony.taylor@sfdph.org](mailto:anthony.taylor@sfdph.org)

Thank you for your time and consideration of these items.

Claire

**Claire Altman (Lindsay), MPH**

Senior Health Planner | Office of Policy and Planning  
San Francisco Department of Public Health  
[claire.altman@sfdph.org](mailto:claire.altman@sfdph.org) – updated email address





London N. Breed  
Mayor

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Dr. Grant Colfax  
Director of Health  
**DATE:** Thursday, December 22, 2022  
**SUBJECT:** Grant Accept and Expend  
**GRANT TITLE:** Accept and Expend Grant - STD Program Management and  
Collaboration - \$1,365,222

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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