

File No. 200581

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 17, 2020

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Allocation Letter - April 13, 2020</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Allocation Letter - March 20, 2020</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong

Date June 12, 2020

Completed by: Linda Wong

Date _____

1 [Accept and Expend Grant - Retroactive - California Department of Health - COVID-19 Crisis
2 Response - \$1,027,167]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a grant in the amount of \$1,027,167 from the California Department of Health for**
5 **participation in a program, entitled “COVID-19 Crisis Response,” for the period of**
6 **March 5, 2020, through March 15, 2021.**

7
8 WHEREAS, The California Department of Health (CDPH) is the recipient of funding
9 from the Centers for Disease Control and Prevention (CDC) supporting the COVID-19 Crisis
10 Response program; and

11 WHEREAS, With a portion of these funds, CDPH has subcontracted with the San
12 Francisco Department of Public Health (DPH) in the amount of \$1,027,167 for the period of
13 March 5, 2020 through March 15, 2021; and

14 WHEREAS, The funding will be used for COVID-19 response activities, such as
15 Incident Management for Early Crisis Response, Jurisdictional Recovery, Information
16 Management, Countermeasures and Mitigation, Surge Management, and Biosurveillance; and

17 WHEREAS, Funding will not be used for Research, Publicity and Propaganda
18 (lobbying), and Clinical care, except as provided above in connection with Countermeasures
19 and Mitigation; and

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

21 WHEREAS, A request for retroactive approval is being sought because DPH received
22 the awards on March 20, 2020, and April 13, 2020, for a project start date of March 5, 2020;
23 and

24 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
25 \$46,055.57; now, therefore, be it

1 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
2 in the amount of \$1,027,167 from the CDPH; and, be it

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

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

7 FURTHER RESOLVED, That within thirty (30) days of the Grant Agreement being fully
8 executed by all parties, the Director of Health shall provide a copy to the Clerk of the Board of
9 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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File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: COVID-19 Crisis Response
2. Department: SFDPH – Emergency Preparedness and Response Branch
3. Contact Person: Christine Siador Telephone: 628-206-7621
4. Grant Approval Status (check one):
 [X] Approved by funding agency [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$1,027,167
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: CDC
b. Grant Pass-Through Agency (if applicable): CDPH
8. Proposed Grant Project Summary:
These funds will be used to support San Francisco's greatest response needs to prevent, prepare for, and respond to COVID-19.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 3/5/2020 End-Date: 3/15/2021
- 10a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid? N/A
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? No
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
- 11a. Does the budget include indirect costs? [X] Yes [] No
b1. If yes, how much? \$46,055.57
b2. How was the amount calculated? 5% of total personnel & benefits
c1. If no, why are indirect costs not included?
 [] 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?

12. Any other significant grant requirements or comments: We respectfully request for approval to accept and expend these funds retroactive to March 5, 2020. The Department received the award on March 20, 2020 and April 13, 2020. This grant does not require an ASO amendment and partially reimburses the department for existing positions during the period of March 5, 2020 through March 15, 2021.

FSP chartfields for the grant.

- Fund: 11580
- Department: 152644
- Authority: 10001
- Project: 10036282
- Activity: 0001

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input 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: 5/8/2020 | 2:24 PM PDT

DocuSigned by:
Toni Rucker
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 5-19-20

[Signature]
(Signature Required)



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

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



GAVIN NEWSOM
Governor

April 13, 2020

Dr. Tomas Aragon
Health Officer
City & County of San Francisco
101 Grove Street, Room 308
San Francisco, CA 94102

Authority:

Section 311(c)(1) of the Public Health
Service Act
(42 USC 243(c)(1))

Coronavirus Preparedness and
Response Supplemental Appropriations
Act, 2020 (P.L. 116-123)

Dear Dr. Tomas Aragon:

**COVID-19 Crisis Response Funding
Award Number COVID-19-3801 City & County of San Francisco**

This letter covers COVID-19 Crisis Response reimbursement information for the period of March 5, 2020 through March 15, 2021. The Emergency Preparedness Office (EPO) has received another installment of this funding and is allocating an additional **\$277,129 to City & County of San Francisco** in order to support your greatest response needs to prevent, prepare for, and respond to COVID-19. This allocation and your previous allocation, brings your total allocation to **\$1,027,167**.

Your Agency may use discretion to allocate this funding to your highest priority response needs in the following categories (Attachment 1 – Allowable Activities):

- Incident Management for Early Crisis Response;
- Jurisdictional Recovery;
- Information Management;
- Countermeasures and Mitigation;
- Surge Management; and
- Biosurveillance

The following costs are unallowable:

- Research;
- Clinical care except as provided above in connection with countermeasures and mitigation; and
- Publicity and propaganda (lobbying):
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:



- publicity or propaganda purposes, for the preparation, distribution, or use of any material designated to support or defeat the enactment of legislation before any legislative body; and
- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

EPO will reimburse your Agency within 72 hours of invoice receipt. In order to receive your allocation, please complete and submit your invoice (Attachment 2 – Invoice) as soon as possible to: LHBTProg@cdph.ca.gov.

Please Submit the following to EPO:

1. Invoice requesting reimbursement at your Agency's full allocation. Use the attached COVID-19 Invoice. Submit your invoice to: LHBTProg@cdph.ca.gov.
2. By April 17, 2020, submit a revised spend plan against your total allocation (Attachment 3 – Spend Plan) to: LHPTProg@cdph.ca.gov.
 - Personnel supported with this funding should not duplicate efforts across other federal grants; exceed 1.0 FTE across all funding sources; and salary is kept below \$189k as required by the funder.
 - Please maintain any supporting documentation for expenditures against this funding.
3. By April 23, 2020, submit a work plan for your total allocation (Attachment 4 – Work Plan) to: LHBTProg@cdph.ca.gov.
4. On a quarterly basis, beginning in June 2020, submit an expenditure report against your total allocation (Attachment 3) and work plan progress report (Attachment 4).

Thank you for the time your Agency has and will continue to invest in this response. I am hopeful that with additional funding your Agency will have the adequate resources for an appropriate response. If you have any questions or need further clarification, please contact your assigned EPO Contract Manager directly.

Sincerely,



Tricia Blocher, Deputy Director
Emergency Preparedness Office
California Department of Public Health



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

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



GAVIN NEWSOM
Governor

March 20, 2020

Dr. Tomas Aragon
Health Officer
City & County of San Francisco
101 Grove Street, Room 308
San Francisco, CA 94102

Authority:

Section 311(c)(1) of the Public Health
Service Act
(42 USC 243(c)(1))

Coronavirus Preparedness and
Response Supplemental Appropriations
Act, 2020 (P.L. 116-123)

Dear Dr. Tomas Aragon:

COVID-19 Crisis Response Funding
Award Number: COVID-19-38 for City & County of San Francisco

This letter covers COVID-19 Crisis Response reimbursement information for the period of March 5, 2020 through March 15, 2021. The Emergency Preparedness Office (EPO) is allocating **\$750,038** to **City & County of San Francisco** in order to support your greatest response needs to prevent, prepare for, and respond to COVID-19.

Your Agency may use discretion to allocate this funding to your highest priority response needs in the following categories (Attachment 1 – Allowable Activities):

- Incident Management for Early Crisis Response;
- Jurisdictional Recovery;
- Information Management;
- Countermeasures and Mitigation;
- Surge Management; and
- Biosurveillance

The following costs are unallowable:

- Research;
- Clinical care except as provided above in connection with countermeasures and mitigation; and
- Publicity and propaganda (lobbying):
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designated to support or defeat the enactment of legislation before any legislative body; and



- the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

EPO will reimburse your Agency within three business days of invoice receipt. In order to receive your allocation, please complete and submit your invoice (Attachment 2 – Invoice) as soon as possible to: LHBTProg@cdph.ca.gov.

Please Submit the following to EPO:

1. Invoice requesting reimbursement at your Agency's full allocation. Use the attached COVID-19 Invoice. Submit your invoice to: LHBTProg@cdph.ca.gov.
2. By April 9, 2020, submit a spend plan (Attachment 3 – Spend Plan) to: LHBTProg@cdph.ca.gov.
 - Personnel supported with this funding should not duplicate efforts across other federal grants; exceed 1.0 FTE across all funding sources; and salary is kept below \$189k as required by the funder.
 - Please maintain any supporting documentation for expenditures against this funding.
3. By April 23, 2020, submit a work plan (Attachment 4 – Work Plan) to: LHBTProg@cdph.ca.gov.
4. On a quarterly basis, beginning in June 2020, submit an expenditure report (Attachment 3) and work plan progress report (Attachment 4).

Thank you for the time your Agency has and will continue to invest in this response. I am hopeful that with additional funding your Agency will have the adequate resources for an appropriate response. If you have any questions or need further clarification, please contact your assigned EPO Contract Manager directly.

Sincerely,



Tricia Blocher, Deputy Director
Emergency Preparedness Office
California Department of Public Health

Attachment 3
COVID-19 Spend Plan
03/05/2020 - 03/15/2021

County Name: City and County of San Francisco

Personnel*	
Salaries for DOC staff performances COVID-19 response activities, such as Emergency Operations and Coordination, Responder Safety and Health, Identification of Vulnerable Populations, Information Sharing, Emergency Public Information and Warning and Risk Communication, Nonpharmaceutical Interventions, Quarantine and Isolation Support, Distribution and Use of Medical Material, Surge Management, Public Health Coordination with Healthcare Systems, Infection Control, Public Health Surveillance and Real-time Reporting, Public Health Laboratory Testing, Equipment, Supplies, and Shipping, and Data Management.	\$ 657,936.73
Fringe 40%	\$ 263,174.69
Total Personnel	\$ 921,111.43
Supplies	\$ 10,000.00
Purchase of personal protective equipment (PPE) for COVID-19 healthcare responders	
Total Supplies	\$ 10,000.00
Travel	
In-State	\$ -
Out-of-State	\$ -
Total Travel	\$ -
Equipment	\$ -
Total Equipment	\$ -
Other	\$ 50,000.00
COVID-19 activation related costs, such courier to pick up and transport specimens for testing, answering services for Communicable Disease Control and Prevention to receive and direct callers during off hours (nights, weekends, holidays), information translation services, etc.	
Total Other	\$ 50,000.00
Subcontracts	\$ -
Total Subcontracts	\$ -
Indirect Cost 5%	\$ 46,055.57
Total Indirect	\$ 46,055.57
TOTAL	\$ 1,027,167.00

*Personnel supported with this funding should not duplicate efforts across other federal grants; exceed 1.0 FTE

1. DATE ISSUED MM/DD/YYYY 03/16/2020		1a. SUPERSEDES AWARD NOTICE dated 03/13/2020 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 93.354 - Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. 6 NU90TP922071-01-02 Formerly		5. TYPE OF AWARD Other	
4a. FAIN NU90TP922071		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 03/05/2019		Through 03/15/2021	
7. BUDGET PERIOD MM/DD/YYYY From 03/05/2019		Through 03/15/2021	
8. TITLE OF PROJECT (OR PROGRAM) Cooperative Agreement for Emergency Response: Public Health Crisis Response			

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention**

2939 Brandywine Road
Atlanta, GA 30341

NOTICE OF AWARD
AUTHORIZATION (Legislation/Regulations)
311(c)(1) of the Public Health Service Act (42 USC § 243(c)(1))

9a. GRANTEE NAME AND ADDRESS Public Health, California Department of 1615 Capitol Ave Sacramento, CA 95814-5015	9b. GRANTEE PROJECT DIRECTOR Ms. Tricia Blocher 1615 Capitol Ave Sacramento, CA 95814-5015 Phone: 916-650-6416
10a. GRANTEE AUTHORIZING OFFICIAL Ms. Susan Fanelli 1615 CAPITOL AVE SACRAMENTO, CA 95814-5015 Phone: 916-650-6710	10b. FEDERAL PROJECT OFFICER Justin Alexander 1600 Clifton Rd Atlanta, GA 30333 Phone: 404-498-0979

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) 41,206,709.00	
II Total project costs including grant funds and all other financial participation <input type="checkbox"/> I		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and WageS 0.00		c. Less Cumulative Prior Award(s) This Budget Period 0.00	
b. Fringe Benefits 0.00		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 41,206,709.00	
c. Total Personnel Costs 0.00		13. Total Federal Funds Awarded to Date for Project Period 41,206,709.00	
d. Equipment 0.00		14. RECOMMENDED FUTURE SUPPORT	
e. Supplies 0.00		(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel 0.00		YEAR TOTAL DIRECT COSTS YEAR TOTAL DIRECT COSTS	
g. Construction 0.00		a. 2 b. 3 c. 4 d. 5 e. 6 f. 7	
h. Other 41,206,709.00		15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
i. Contractual 0.00		a. DEDUCTION	
j. TOTAL DIRECT COSTS → 41,206,709.00		b. ADDITIONAL COSTS	
k. INDIRECT COSTS 0.00		c. MATCHING	
l. TOTAL APPROVED BUDGET 41,206,709.00		d. OTHER RESEARCH (Add / Deduct Option)	
m. Federal Share 41,206,709.00		e. OTHER (See REMARKS)	
n. Non-Federal Share 0.00		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDOING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
REMARKS (Other Terms and Conditions Attached - <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No)		a. The grant program legislation	
Phase II (Component B) COVID-19 Response		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

GRANTS MANAGEMENT OFFICIAL:

Tiffany Mannings, Grants Management Officer
2960 Brandywine Rd
Mailstop E01
Atlanta, GA 30341-5509
Phone: 770.488.2515

17.OBJ CLASS 41.51	18a. VENDOR CODE 1743204993A1	18b. EIN 743204993	19. DUNS 799150615	20. CONG. DIST. 06
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION
21. a. 0-9390EPX	b. 20NU90TP922071CV	c. TP	d. \$41,206,709.00	e. 75-2022-0943
22. a.	b.	c.	d.	e.
23. a.	b.	c.	d.	e.

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 03/16/2020
GRANT NO. 6 NU90TP922071-01-02	

Direct Assistance

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

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 03/16/2020
GRANT NO. 6 NU90TP922071-01-02	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
03/05/2019	03/04/2020	Annual	06/02/2020
03/05/2020	09/04/2020	Annual	12/03/2020

AWARD ATTACHMENTS

California Department of Public Health

6 NU90TP922071-01-02

1. FINAL T&C

TERMS AND CONDITIONS OF AWARD

Incorporation:

In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federalregulationspolicies/index.html>, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number CDC-RFA-TP18-1802, entitled “Cooperative Agreement for Emergency Response: Public Health Crisis Response” and the **COVID-19 Crisis Response Cooperative Agreement – Component A and B Supplemental Funding Guidance**, which is hereby made a part of this non-research award, hereinafter referred to as the Notice of Award (NoA).

Component B COVID-19 Funding: Additional funding is approved for Component B **COVID-19 Crisis Response** activities, as described in the supplemental funding guidance. The funding listed on page 1 of the NoA is cumulative and includes previously awarded COVID-19 funds. This also extends the budget and project period end date to twelve (12) months from the date of this Notice of Award (NoA).

Pre-Award Costs: Pre-award costs dating back to January 20, 2020 – when CDC first activated its Emergency Operations Center (EOC) – and directly related to the COVID-10 outbreak response are allowable.

Overtime: Because overtime costs are a very likely and reasonable expense during the response to COVID-19, CDC will allow recipients to include projected overtime in their budgets. Recipients should be careful to estimate costs based on current real-time needs and will still be required to follow federal rules and regulations in accounting for the employees’ time and effort.

Budget Revision Requirement: Jurisdictions must submit revised budgets (SF-424A) and budget narratives (budget narrative template provided) by **April 20, 2020**. These documents must be submitted to CDC along with a letter on jurisdiction agency letterhead with signatures from the jurisdiction’s preparedness director, laboratory director, and state epidemiologist (or their designees) indicating all have provided input into plans, strategies, and investment priorities. Jurisdictions must submit all documents via GrantSolutions.

Revised Work Plan: Jurisdictions must submit revised work plans (work plan template provided) as a grants note (labeled “[Jurisdiction] COVID-19 Work Plan”) in GrantSolutions no later than **May 4, 2020**.

Additional Reporting:

- Monthly progress reports on status of timelines, goals, and objectives as defined by CDC in approved work plans.
- Monthly fiscal reports as defined in REDCap (beginning 60 days after NOAs are issued).
- Performance measure data (see Section VIII. Performance Measures).
- CDC may require recipients to develop annual progress reports (APRs). CDC will provide APR guidance and optional templates should they be required.

Additional Term and Condition:

- A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and

Response Supplemental Appropriations Act, 2020 (P.L. 116-123) agrees to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

If recipient disburses any funds received pursuant to this award to a local jurisdiction, recipient shall ensure that the local jurisdiction complies with the terms and conditions of this award.

- Consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322) and the purpose of this award and the underlying funding, Recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds. CDC will specify in further guidance and directives what is encompassed by this requirement.

Unallowable Costs:

- Research
- Clinical care (except as otherwise noted in Domain 5 and as may be provided in further guidance from CDC)
- Publicity and propaganda (lobbying):
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:
https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
 -
- All unallowable costs cited in CDC-RFA-TP18-1802 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

PAYMENT INFORMATION

The HHS Office of the Inspector General (OIG) maintains a toll-free number (1- 800-HHS-TIPS [1-800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to hhstips@oig.hhs.gov or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.

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

The UPDATED grant document number identified on the bottom of Page 1 of the Notice of Award must be known in order to draw down funds.

REPORTING REQUIREMENTS

Required Disclosures for Federal Awardee Performance and Integrity Information System

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

CDC, Office of Grants Services
Damond Barnes, Grants Management Specialist
Centers for Disease Control and Prevention
Branch IV
2939 Flowers Road
Atlanta, GA 30341
Email: xhp5@cdc.gov

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201
Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

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

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

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

CDC Staff Contacts

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

GMS Contact:

CDC, Office of Grants Services
Damond Barnes, Grants Management Specialist
Centers for Disease Control and Prevention

Branch IV

2939 Flowers Road
Atlanta, GA 30341
Email: xhp5@cdc.gov

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

Programmatic Contact:

Tiandra M. Thornton, Project Officer
Centers for Disease Control and Prevention
Atlanta, Georgia
Telephone: 404-498-5495
Email: lgy5@cdc.gov

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

GMO Contact:

Tiffany Mannings, Grants Management Officer
Centers for Disease Control and Prevention

Branch IV

2939 Flowers Road
Atlanta, GA 30341
Email: yuo7@cdc.gov

Stewardship: The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dr. Grant Colfax
Director of Health
DATE: Wednesday, May 20, 2020
SUBJECT: Grant Accept and Expend
GRANT TITLE: Accept and Expend Grant - COVID-19 Crisis Response - \$1,027,167

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

From: [Kittler, Sophia \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Peacock, Rebecca \(MYR\)](#); [Wong, Greg \(DPH\)](#); [Groffenberger, Ashley \(MYR\)](#); [Kirkpatrick, Kelly \(MYR\)](#); [Sandler, Risa \(CON\)](#); [Patil, Sneha \(DPH\)](#)
Subject: Mayor - Resolution - Accept and Expend Grant - Retroactive - COVID-19 Crisis Response - \$1,027,167
Date: Tuesday, June 2, 2020 6:45:49 PM
Attachments: [\(3\) A&E_DPH_CDC CV19.zip](#)

Please find attached for introduction to the Board of Supervisors a **Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$1,027,167 from the California Department of Health for participation in a program, entitled "COVID-19 Crisis Response," for the period of March 5, 2020, to March 15, 2021.**

Kelly and Ashley are copied here to give sign off on the Mayor's behalf.

Risa is copied to authorize on the Controller's behalf.

Please let me know if you have any questions.

Sophia Kittler
Office of Mayor London N. Breed
415 554 6153