

File No. 100097

Committee Item No. 2  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: February 8, 2010

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 Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input 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 type="checkbox"/> | <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Victor Young  
Completed by: Victor Young

Date February 4 2010  
Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.



1 [Accept & Expend Grant –Ghana MARPS Size Estimation - \$28,465]

2  
3 **Resolution authorizing the San Francisco Department of Public Health (DPH) to accept**  
4 **and expend retroactively a grant in the amount of \$28,465 from the University of**  
5 **California San Francisco (UCSF), to assist with a project entitled “Ghana MARPS Size**  
6 **Estimation;” for the period of January 1, 2010 through March 31, 2010.**

7  
8 WHEREAS, UCSF is the recipient of a grant award from the Centers for Disease  
9 Control (CDC) to support the project entitled “Ghana MARPS Size Estimation;” and,

10 WHEREAS, Through this grant, UCSF has agreed to fund DPH in the amount of  
11 \$28,465 for the period of January 1, 2010 through March 31, 2010; and,

12 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH  
13 for two existing positions, Senior Physician Specialist (Job Class #2232) at 0.20 FTE and  
14 Manager I (Job Class #0922) at 0.40 FTE, for the period of January 1, 2010 through March  
15 31, 2010; and,

16 WHEREAS, A request for retroactive approval is being sought because DPH did not  
17 receive notice of UCSF’s intent to fund the project until January 10, 2010; and,

18 WHEREAS, The budget includes a provision for indirect costs of \$3,050; now  
19 therefore, be it

20 RESOLVED, That DPH is hereby authorized to accept and expend a grant in the  
21 amount of \$28,465 from UCSF; and, be it

22 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
23 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,  
24 be it

FILE NO.

RESOLUTION NO.

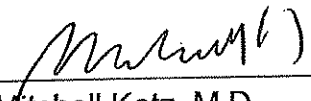
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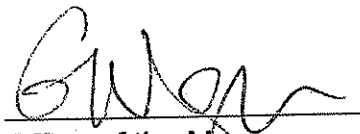
FURTHER RESOLVED, That the Director of Health is authorized to enter into the agreement on behalf of the City; and, be it

FURTHER RESOLVED, That the Controller is directed to designate all positions funded under this agreement as "G" or grant-funded positions which would terminate when the agreement expires.

RECOMMENDED:

APPROVED:

  
\_\_\_\_\_  
Mitchell Katz, M.D.  
Director of Health

  
\_\_\_\_\_  
Office of the Mayor

  
\_\_\_\_\_  
Office of the Controller



Gavin Newsom  
Mayor

Mitchell H. Katz, MD  
Director of Health

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mitchell H. Katz, M.D. *Mitchell Katz*  
Director of Health  
**DATE:** January 20, 2010  
**SUBJECT:** Accept and Expend Resolution  
**GRANT TITLE:** Ghana MARPS Size Estimation

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Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department, Health Commission
- Grant information form, including disability checklist
- Grant budget and justification
- Award Letter from funder

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Grace Alderson

Phone: 554-2655

Interoffice Mail Address: Dept. of Public Health, 101 Grove St., Room 330

Certified copy required Yes

No

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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: Ghana MARPS Size Estimation
2. Department: Department of Public Health  
AIDS Office  
HIV Epidemiology Section
3. Contact Person: Henry Fisher Raymond Telephone: (415) 554-9093
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

DPH has yet to receive the formal contract agreement with UCSF. DPH received notice of UCSF's intent to fund the project on January 10, 2010.

5. Amount of Grant Funding Approved or Applied for: \$28,465

6a. Matching Funds Required: No

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

7a. Grant Source Agency: Centers for Disease Control (CDC)

b. Grant Pass-Through Agency (if applicable): University of California San Francisco (UCSF)

8. Proposed Grant Project Summary: This projects aims to provide technical assistance and training to in-country partners in Ghana around most-at-risk populations (MARPs) size estimations. Project activities include: providing general TA and oversight on MARP size estimation to key stakeholder groups in Ghana; assisting with protocol development and staff plans for implementation of IBBS and MARPS size estimations; and assisting with the training of implementing staff fro the IBBS, including training materials development, training workshops, site visits while in the field (e.g. at launch), and analysis and dissemination training.

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

Start-Date: January 1, 2010

End-Date: March 31, 2010

10. Number of new positions created and funded: The grant does not require an ASO amendment and partially reimburses the department for two existing positions:

Senior Physician Specialist (Job Class #2232) at 0.20 FTE

Manager I (Job Class #0922) at 0.40 FTE

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: N/A

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 MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$3,050 b2. How was the amount calculated? 12% of total modified direct costs

c. 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):

14. Any other significant grant requirements or comments:

DPH respectfully requests for approval to accept and expend these funds retroactive to January 1, 2010 because the Department received an email from UCSF on January 10, 2010 notifying us of their intention to fund the project.

**\*\*Disability Access Checklist\*\***

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

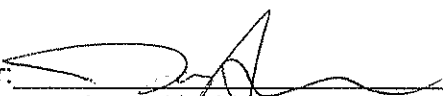
New Program(s) or Service(s)

New Site(s)


New Structure(s)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:   
Jason Hashimoto

Date Reviewed: 1/20/10

Department Approval:   
Mitchell Katz, M.D. Director of Public Health

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH  
 AIDS Office - HIV Epidemiology Section  
 Ghana MARPS Size Estimation  
 January 1, 2010 - March 31, 2010

Dept / Div: HPH-03  
 Fund Group: 25/CHS/GNC  
 Index Code: HCHPD/HVSYGR  
 Grant Code:  
 Grant Detail: 1000

| CATEGORY/LINE ITEM  | Annual Salary | Annual Frin Ben | Total Annual Sal/Frin Ben | % OF TIME | % OF FTE | Monthly Rate | Mth  | Salary Budget | Frin Ben Budget | Total Budget  | comments |
|---|---------------|-----------------|---------------------------|-----------|----------|--------------|------|---------------|-----------------|---------------|----------|
| A. PERSONNEL<br>HIV SEROEPIDEMIOLOGY                                      |               |                 |                           |           |          |              |      |               |                 |               |          |
| 1. Sr. Physician Specialist<br>2232 7 W. McFarland                        | 183,092       | 49,069          | 232,161                   | 20%       | 0.20     | 15,258       | 3.00 | 9,156         | 2,453           | 11,608        |          |
| 2. Health Program Coordinator III<br>2593 5 H Fisher Raymond<br>Manager I | 93,622        | 25,064          | 118,686                   | 40%       | 0.40     | 7,794        | 0.00 | 0             | 0               | 0             |          |
| 3. 0822 2 H Fisher Raymond  | 108,888       | 29,182          | 138,070                   | 40%       | 0.40     | 9,074        | 3.00 | 10,888        | 2,818           | 13,807        |          |
| 4. COLA 4%<br>STEP Increases 5%   |               |                 |                           |           |          |              |      |               |                 |               |          |
| TOTAL SALARYFRINGE  | 385,602       | 103,315         | 488,917                   |           | 1.00     |              |      | 20,043        | 5,372           | 25,415        |          |
| 00101 SALARIES  |               |                 |                           |           |          |              |      |               |                 | 20,043        |          |
| 00103 FRNG BN   |               |                 |                           |           |          |              |      |               |                 | 5,372         |          |
| SUB TOTAL   |               |                 |                           |           |          |              |      |               |                 | <u>25,415</u> |          |

ppd 12/25/09 average 26.31%

TOTAL DIRECT COST

BUDGET SUMMARY

|   |       |      |               |
|---|-------|------|---------------|
| A. SALARIES   | FTE = | 1.00 | 20,043        |
| B. MANDATORY FRINGE                                   |       |      | 5,372         |
| C. TRAVEL   |       |      | 0             |
| D. EQUIPMENT  |       |      | 0             |
| E. MATERIALS AND SUPPLIES                             |       |      | 0             |
| F. CONTRACT /MOU                                      |       |      | 0             |
| G. OTHER  |       |      | 0             |
| DIRECT COSTS  |       |      | 25,415        |
| H. INDIRECT COST (12% of total modified direct costs) |       |      | 3,050         |
| TOTAL BUDGET  |       |      | <u>28,465</u> |
| AWARD   |       |      | 0             |
| SURPL/(DEFICIT)                                       |       |      | (28,465)      |



San Francisco Department of Public Health (SFDPH)  
AIDS Office  
HIV Epidemiology Section

Ghana MARPS Size Estimation

**BUDGET JUSTIFICATION**  
(January 1, 2010- March 31, 2010)

|           |   |         |          |
|-----------|---|---------|----------|
| <b>A.</b> | <b>PERSONNEL</b>                                      |         |          |
| <b>B.</b> | <b>MANDATORY FRINGE</b>                               |         |          |
| 1.        | 0.20 2232 – Sr. Physician Specialist: Willi McFarland |         |          |
|           | Three Month Salary                                    | \$9,155 |          |
|           | Mandatory Fringe Benefits (@ 26.80%) = \$2,453        |         | \$11,608 |

Dr. McFarland will provide TA and training to in-country partners in Ghana around most-at-risk populations (MARPs) size estimations. TA will include training in sampling methods & data collection appropriate for different MARPs populations.

|    |  |          |          |
|----|--|----------|----------|
| 2. | 0.40 0922 – Manager I: H Fisher Raymond        |          |          |
|    | Three Month Salary                             | \$10,889 |          |
|    | Mandatory Fringe Benefits (@ 26.80%) = \$2,918 |          | \$13,807 |

Mr. Raymond will provide TA and training to in-country partners in Ghana around most-at-risk populations (MARPs) size estimations. TA will include training in sampling methods & data collection appropriate for different MARPs populations.

|  |                         |                 |
|--|-------------------------|-----------------|
|  | Total Salaries          | \$20,043        |
|  | Total Fringe            | \$5,372         |
|  | <b>TOTAL PERSONNEL:</b> | <b>\$25,415</b> |

**C. TRAVEL** **\$0**

**D. EQUIPMENT** **\$0**

**E. SUPPLIES** **\$0**

**F. CONTRACTUAL** **\$0**

**G. OTHER** **\$0**

**TOTAL DIRECT COSTS** **\$25,415**

**H. INDIRECT COSTS (12% of total modified direct costs)** **\$3,050**

**TOTAL BUDGET:** **\$28,465**

Sajid Shaikh/DPH/SFGOV  
01/20/2010 09:28 AM

To Grace Alderson/DPH/SFGOV@SFGOV  
cc  
bcc  
Subject Fw: Ghana SFDPH sub

Hi Grace -

UCSF has confirmed our award amount for the Ghana project.

thanks  
Sajid Shaikh  
Senior Administrative Analyst  
AIDS Office, Budget & Finance  
San Francisco Department of Public Health  
1380 Howard Street  
San Francisco, CA 94103  
E-Mail: Sajid.Shaikh@sfdph.org  
Phone: 415-255-3512  
Fax: 415-503-4710

----- Forwarded by Sajid Shaikh/DPH/SFGOV on 01/20/2010 09:24 AM -----



"Stein, Ellen"  
<EStein@psg.ucsf.edu>  
01/20/2010 09:11 AM

To "Sajid Shaikh" <Sajid.Shaikh@sfdph.org>  
cc <hfisherraymond@yahoo.com>, "White, Karen"  
<KWhite@psg.ucsf.edu>, "Kennedy, Gail"  
<GKennedy@psg.ucsf.edu>, "Stein, Ellen"  
<EStein@psg.ucsf.edu>  
Subject RE: Ghana SFDPH sub

Hello Sajid,  
This email confirms that UCSF has agreed to award the SFDPH \$28,465 to fund the Ghana MARPS Size Estimation Project for the period January 1, 2010 though March 31, 2010.

Let me know if you have further questions.

Ellen

Ellen Stein, MPH  
University of California, San Francisco  
Global Health Sciences - Prevention & Public Health Group  
50 Beale Street, Suite 1200  
San Francisco, CA 94105  
(415) 597-9299 tel  
(415) 597-8299 fax  
estein@epi.ucsf.edu

-----Original Message-----

From: hfisherraymond@yahoo.com [mailto:hfisherraymond@yahoo.com]