

File No. 221004

Committee Item No. 2

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

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date October 5, 2022  
Date \_\_\_\_\_

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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

- Scope of Work \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Brent Jalipa Date September 29, 2022

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

1 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention -  
2 California Department of Public Health - Asylum Seeker Health Surveillance and Linkage to  
3 Care - \$226,000]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**  
5 **expend a grant in the amount of \$226,000 from the Centers for Disease Control and**  
6 **Prevention through the California Department of Public Health for participation in a**  
7 **program, entitled “Asylum Seeker Health Surveillance and Linkage to Care,” for the**  
8 **period of September 1, 2022, through June 30, 2023.**

9  
10 WHEREAS, Centers for Disease Control and Prevention (CDC), through the California  
11 Department of Public Health (CDPH) as a pass-through entity, has agreed to fund the San  
12 Francisco Department of Public Health (DPH) in the amount of \$226,000 for participation in a  
13 program, entitled “Asylum Seeker Health Surveillance and Linkage to Care,” for the period of  
14 September 1, 2022, through June 30, 2023; and

15 WHEREAS, DPH provides case management services to asylum seekers annually to  
16 ensure patient enrollment in Medi-Cal or other health insurance when eligible; and

17 WHEREAS, DPH conducts health screenings to assess healthcare needs of asylum  
18 seekers, and connects them with healthcare services and immunizations for vaccine-  
19 preventable diseases; and

20 WHEREAS, Health screener and assessment data will be entered into the Asylum  
21 Seeker Health Surveillance database where it will be accessible for program monitoring and  
22 disease surveillance reporting; and

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

24 WHEREAS, A request for approval is being sought because DPH received the award  
25 letter on June 28, 2022, for a project start date of September 1, 2022; and

1           WHEREAS, The Department proposes to maximize use of available grant funds on  
2 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

3           RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in  
4 the grant budget; and, be it

5           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
6 expend a grant in the amount of \$226,000 from CDPH; and, be it

7           FURTHER RESOLVED, That DPH is hereby authorized to accept and expend the  
8 grant funds pursuant to Administrative Code, Section 10.170-1.

9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

1 Recommended:  
2  
3 \_\_\_\_\_ /s/ \_\_\_\_\_

Approved: \_\_\_\_\_  
Mayor

4 Dr. Grant Colfax  
5 Director of Health

Approved: \_\_\_\_\_  
Controller

6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

**File Number:** 221004  
(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: **Asylum Seeker Health Surveillance and Linkage to Care**
2. Department: **Department of Public Health  
Population Health Division**
3. Contact Person: **Patricia Erwin** Telephone: **628-206-7629**
4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$226,000**
- 6a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable): **N.A.**
- 7a. Grant Source Agency: **Centers for Disease Control and Prevention**  
b. Grant Pass-Through Agency (if applicable): **California Department of Public Health**
8. Proposed Grant Project Summary:
  1. **Provide case management services to a minimum of 150 asylum seekers annually to ensure patient enrollment in Medi-Cal or other health insurance when eligible**
  2. **Conduct an initial health screening for a minimum of 150 asylum seekers to assess for immediate healthcare needs.**
  3. **Connect asylum seekers with healthcare services, a comprehensive health assessment and immunizations for vaccine-preventable diseases.**
  4. **Ensure health screener and health assessment data is entered into the Asylum Seeker Health Surveillance (ASHS) database where it will be accessible for program monitoring and disease surveillance reporting.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  

Start-Date: **September 1, 2022**                      End-Date: **June 30, 2023**
- 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? **N.A.**
  - d. Is this likely to be a one-time or ongoing request for contracting out? **N.A.**

11a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$ **N.A.**

b2. How was the amount calculated? **N.A.**

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? **5% of Direct Costs**

12. Any other significant grant requirements or comments:

**The grant does not require an ASO amendment and partially reimburses the department for the existing positions:**

No.	Class	Appointment	Job Title	FTE	Start Date	End Date
1	2586	Temp	Health Worker II	0.769	09/01/2022	06/30/2023
2	2593	Temp	Health Program Coordinator III	0.615	09/01/2022	06/30/2023
3	1820	PCS (budget)	Junior Administrative Analyst	0.077	09/01/2022	06/30/2023

**We respectfully request for approval to accept and expend these funds to September 1, 2022. The Department received the award letter on June 28, 2022. The CFDA # is 93.991.**

**Project Description: HED HD CH12 2223 Refugee Health Assessment Program**

**Proposal ID: CTR00003070**

**Fund: 11580**

**Dept: 251929**

**Project: 10039143**

**Authority: 10001**

**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 type="checkbox"/> Existing Structure(s)      | <input 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: 8/24/2022 | 2:57 PM PDT

DocuSigned by:  
Toni Rucker  
AB4292F7334F44D  
(Signature Required)

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

Dr. Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 8/25/2022 | 10:09 AM PDT

DocuSigned by:  
Greg Wagner  
28527524752848E  
(Signature Required)  
Greg wagner, COO for

San Francisco Department of Public Health (SFDPH)  
 Population Health Division  
 Asylum Seeker Health Surveillance and Linkage to Care  
**BUDGET JUSTIFICATION**  
 September 1, 2022 to June 30, 2023

**A. PERSONNEL**

- |    |   |          |
|----|---|----------|
| 1. | 0.769 2586 – Health Worker II<br>Annual Salary \$80,964 x 0.769 FTE for 9 months =                | \$62,280 |
| 2. | 0.615 2593 - Health Program Coordinator III<br>Annual Salary \$133,874 x 0.615 FTE for 9 months = | \$82,384 |
| 3. | 0.769 1820 – Junior Administrative Analyst<br>Annual Salary \$87,724 x 0.077 FTE for 9 months =   | \$6,748  |

**B. MANDATORY FRINGE**

- |    |   |  |
|----|---|--|
| 2. | Mandatory Fringe Benefits (@ 42.37%) = \$64,158 |  |
|----|---|--|

Total Salaries	\$151,412
Total Fringe	\$64,158

<b>TOTAL PERSONNEL:</b>	<b>\$215,570</b>
-------------------------	------------------

<b>C. TRAVEL</b>	<b>\$720</b>
------------------	--------------

<b>D. COMMUNICATIONS</b>	<b>\$0</b>
--------------------------	------------

<b>E. SUPPLIES</b>	<b>\$9,710</b>
--------------------	----------------

<b>F. CONTRACTUAL</b>	<b>\$0</b>
-----------------------	------------

<b>G. OTHER</b>	<b>\$0</b>
-----------------	------------

<b>TOTAL DIRECT COSTS</b>	<b>\$226,000</b>
---------------------------	------------------

<b>H. INDIRECT COSTS</b>	<b>\$0</b>
--------------------------	------------

<b>TOTAL BUDGET:</b>	<b>\$226,000</b>
----------------------	------------------



**CALIFORNIA DEPARTMENT OF PUBLIC  
ASYLUM SEEKER HEALTH SURVEILLANCE AND LINE**

**BUDGET DETAIL**

**Budget Period: Sep 15, 2022 - June 30, 2023**

<b>Awardee:</b>	San Francisco
<b>Award Number:</b>	22-38-90234-00
<b>Award Amount:</b>	<u>\$226,000</u>

**PERSONNEL SERVICES**

<b>Personnel - Benefited</b>		<b>*Salary or <u>Hourly Rate</u></b>
Health Worker (2586)	\$	80,964
Program Coordinator III (2593)	\$	133,874
Budget Analyst (1820)	\$	87,724

*\*Under salary or hourly rate may use a range (sample \$3,000 - \$3,500; or \$12.75/hr - \$15.00/hr)*

<b>Benefits</b> (total personnel with benefits x benefit rate)	<b>42%</b>
--	------------

<b>Personnel - Non-Benefited</b>	\$	-
----------------------------------	----	---

**OPERATING EXPENSES**

In-State Travel	local muni passes
Office Supplies	laptops/devices/program incentives
Communications	materials
Subcontracts	
Other Costs (approved by ORH)	

**TOTAL BUDGET**

**ATTACHMENT F**

**HEALTH  
CARE TO CARE (ASHS)**

**0, 2023**

<u>No. of Pay Periods or Hours</u>	<u>Percent of Time</u>	<u>Total</u>
20	100%	\$ 62,280
20	80%	\$ 82,384
20	10%	\$ 6,748
Total Personnel (Benefited)		\$ 151,412
	Fringe Benefits	\$ 64,158
0	n/a	\$ -
Total Personnel (Non-Benefits)		\$ -
	<b>Total Personnel Services</b>	<b>\$ 215,570</b>
es		\$ 720
		\$ 7,910
		\$ 1,800
		\$ -
		\$ -
	<b>Total Operating Expenses</b>	<b>\$ 10,430</b>
		<b><u>\$ 226,000</u></b>

San Francisco Department of Public Health  
 Asylum Seeker Health Surveillance and Linkage to Care  
 September 1, 2022 - June 30, 2023

<b><u>PERSONNEL EXPENSES</u></b>	<b><u>\$ 215,570</u></b>
<b>9 months Sep - Jun</b>	
<b>Personnel – With Benefit</b> (list the following for each position)	
Health Worker II - to be hired \$80,964 x 100% time x 20 pay periods Description of duties: Conduct and help develop community outreach, engagement, and education activities to target population and supporters. Assist with health insurance enrollment, schedule appointments for health assessments, enter data into ASHS database. Direct liaison between Refugee Medical Clinic management and Program Coordinator.	\$ 62,280
Program Coordinator - to be hired \$133,874 x 80% time x 20 pay periods Description of duties: Responsible for daily oversight of Asylum Seeker Health Surveillance services, programing and budget, including hiring and training. Daily oversight of staff, data and quality assurance activities, and reporting.	\$ 82,384
Budget Analyst - to be hired \$ 87,724 x 10% time x 20 pay periods Description of duties: Responsible for budget development and management, assist with procurement, travel and training authorization and reimbursement.	\$ 6,748
<b>Benefits</b> Detail and total: total personnel with benefits x benefit rate (\$151,142 x 42.373%)	\$ 64,158
<b><u>OPERATING EXPENSES</u></b>	<b><u>\$(Total Operating Expenses)</u></b>
<b>In-State Travel</b> (list the following for each trip) Description and expense detail: airfare, # of days, lodging and per diem = \$ <u>0</u> Local public transit pass \$40/month x 9 mos x 2 staff	<u>\$ 720</u>
<b>Office Supplies</b> Description and expense detail: dollar amount per month x 9 months = \$____ Laptops/devices to use in field (\$2,425 x 2), office supplies (\$100/month x 9 mos), incentives for outreach efforts (\$250/month x 9 mos)	<u>\$ 7,910</u>
<b>Communications</b> Description and expense detail: dollar amount per month x 9 months = \$____ printed and other outreach materials (\$200/month x 9 mos)	<u>\$ 1,800</u>
<b>Subcontracts</b> Description: (Please be as specific as possible as to what activities subcontractors will perform for your county. In addition, attach a copy of the final draft contract and the fully executed contract when completed.)	<u>\$ -</u>

San Francisco Department of Public Health  
Asylum Seeker Health Surveillance and Linkage to Care  
September 1, 2022 - June 30, 2023

<b>Other Costs</b> (approved by ORH)	\$	-
(Add other costs depending on your county-specific needs and include a description)		
<b><u>TOTAL BUDGET</u></b>	<b><u>\$</u></b>	<b><u>226,000</u></b>

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
ASYLUM SEEKER HEALTH SURVEILLANCE AND LINKAGE TO CARE (ASHS)  
SCOPE OF WORK  
Budget Period: July 1, 2022 – June 30, 2023**

**Awardee:** San Francisco

**Award Number:** 22-38-90234-00

1. Provide case management services to a minimum of 150 asylum seekers annually to ensure patient enrollment in Medi-Cal or other health insurance when eligible
2. Conduct an initial health screening for a minimum of 150 asylum seekers to assess for immediate healthcare needs.
3. Connect asylum seekers with healthcare services, a comprehensive health assessment and immunizations for vaccine-preventable diseases.
4. Ensure health screener and health assessment data is entered into the Asylum Seeker Health Surveillance (ASHS) database where it will be accessible for program monitoring and disease surveillance reporting.



TOMÁS J. ARAGÓN, M.D., Dr.P.H.  
Director and State Public Health Officer

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



GAVIN NEWSOM  
Governor

June 28, 2022

Susan Philip, MD, MPH  
Health Officer  
City and County of San Francisco  
Acting Director, Population Health Division  
101 Grove Street, Room 308  
San Francisco, CA 94102

Dear Dr. Philip

**Asylum Seeker Health Surveillance and Linkage to Care-State Fiscal Year 2022-2023 Award Number: 22-38-90234-00 Award Amount: \$226,000**

You have been awarded an Asylum Seeker Health Surveillance and Linkage to Care award for the period of September 1, 2022 – June 30, 2023, in the amount of \$226,000.

Funding under this award is to support the following activities:

- Provide case management services to a minimum of 150 asylum seekers annually to ensure patient enrollment in Medi-Cal or other health insurance when eligible, and conduct an initial health screener to assess for immediate healthcare needs.
- Connect asylum seekers with health care services, a comprehensive health Assessment and immunizations for vaccine-preventable disease.
- Ensure health screener and health assessment data is entered into the Asylum Seeker Health Surveillance (ASHS) database where it will be accessible for Program monitoring and disease surveillance reporting.
- Funding can be used for the collection of surveillance data which could include the following: collection of specimen, collection of patient data by physician for diagnosis, review of data, laboratory analysis/processing, specimen collection materials. This could cover salaries, materials and any processes required for surveillance. It does not cover patient medical visits; but covers staff needed to collect and process necessary health surveillance data.



Page 2  
June 28, 2022

Availability of funds and continuation of the award is subject to acceptable program performance and annual appropriation of funds from the Centers for Disease Control.

In order to receive these funds, you must submit the award forms and proposed budget as listed in Attachment A- Submission Checklist. Completed forms and proposed budget are due July 12, 2022. Also attached is a Calendar of Due Dates.

Should you have any questions, please contact [christine.murto@cdph.ca.gov](mailto:christine.murto@cdph.ca.gov).

Sincerely,



Christine Murto, PhD  
Chief  
Office of Refugee Health

Cc:

[Type text]



**London N. Breed**  
**Mayor**

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Dr. Grant Colfax  
Director of Health

**DATE:** 9/21/2022

**SUBJECT:** Grant Accept and Expend

**GRANT TITLE:** Asylum Seeker Health Surveillance and Linkage to Care - \$226,000

---

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, 101 Grove St # 108

Certified copy required Yes

No