

File No. 220821

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee Date September 7, 2022

Board of Supervisors Meeting Date _____

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Completed by: Brent Jalipa Date September 1, 2022

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention -
2 Strengthening Sexually Transmitted Disease Prevention and Control for Health Departments
3 (STD PCHD) - \$3,365,404]

4 **Resolution retroactively authorizing the Department of Public Health to accept and**
5 **expend a grant increase in the amount of \$2,246,359 from the Centers for Disease**
6 **Control and Prevention for a total amount of \$3,365,404 for participation in a program,**
7 **entitled “Strengthening Sexually Transmitted Disease Prevention and Control for**
8 **Health Departments (STD PCHD),” for the period of January 1, 2022, through**
9 **December 31, 2022.**

10
11 WHEREAS, The Centers for Disease Control and Prevention (CDC) has agreed to
12 fund the Department of Public Health (DPH) in the amount of \$3,365,404 for participation in a
13 program, entitled “Strengthening Sexually Transmitted Disease Prevention and Control for
14 Health Departments (STD PCHD),” for the period of January 1, 2022, through December 31,
15 2022; and

16 WHEREAS, The funds enable DPH to support disease investigation for Coronavirus
17 Disease 2019 (COVID-19) and other infectious diseases in alignment with the four goals of
18 this funding: conduct disease investigation, outbreak response, linkage to prevention and
19 treatment, and case management and oversight; and

20 WHEREAS, The funds enable DPH to expand the existing Disease Intervention
21 Specialist (DIS) workforce by hiring more DIS and workforce support staff, with an emphasis
22 around diversity, equity, and inclusion practices; and

23 WHEREAS, The funds will help to improve the data management/informatics tools and
24 resources available to the DIS workforce and support staff; and

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

1 WHEREAS, A grant increase of \$2,246,359 from \$1,119,045 was approved for the
2 period of January 1, 2022, through December 31, 2022; and

3 WHEREAS, A request for retroactive approval is being sought because DPH received
4 the award on February 17, 2022, for a project start date of January 1, 2022; and

5 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
6 \$120,530; now, therefore, be it

7 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
8 in the amount of \$3,365,404 from the CDC; and, be it

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

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1 Recommended:

Approved: /s/

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Mayor

3 /s/

4 Dr. Grant Colfax

Approved: /s/

5 Director of Health

Controller

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File Number: 220821
(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: **Strengthening Sexually Transmitted Disease Prevention and Control for Health Departments (STD PCHD)**

2. Department: **Department of Public Health
Population Health Division**

3. Contact Person: **Jocelyn Highsmith** Telephone: **415-255-3793**

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$3,365,404**

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): **N.A.**

8. Proposed Grant Project Summary: **San Francisco Department of Public Health (SFDPH) will use the Prevention and Control for Health Departments (PCHD) supplemental funding to support disease investigation for Coronavirus Disease 2019 (COVID-19) and other infectious diseases in alignment with the four goals of this funding; i. conduct disease investigation, ii. outbreak response, iii. linkage to prevention and treatment, and iv. case management and oversight. SFDPH aims to expand the existing Disease Intervention Specialists (DIS) workforce by hiring more DIS and workforce support staff, with an emphasis around diversity, equity, and inclusion practices. We will also create a new fellowship pathway program for DIS called the DIS Rapid Response Reserve for Accelerated Disease Response (RADR) focused on enhancing our ability to respond to outbreaks in a flexible, experienced, and urgent manner. Training and skill building of this workforce is another critical component. In writing the Work plan for these funds, we surveyed 30 DIS and workforce support staff and developed a list of specific training needs related to organizational skills, communication, supervision, leadership, and time management. Monitoring and evaluation will be implemented to ensure quality assurance and improvement processes. Additionally, funds will be used for consultation around improving the data management/informatics tools and resources available to the DIS workforce and support staff.**

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

Start-Date: **January 1, 2022**

End-Date: **December 31, 2022**

10a. Amount budgeted for contractual services: **\$757,494**

b. Will contractual services be put out to bid? **No.**

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? **Ongoing**

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

b1. If yes, how much? **120,530**

b2. How was the amount calculated? **5.5% of Salaries and 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:

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

No.	Class	Job Title	FTE	Start Date	End Date
1	2232	Senior Physician Specialist	0.09	1/1/2022	12/31/2022
2	2803	Epidemiologist II	0.30	1/1/2022	12/31/2022
3	2588	Health Worker IV	0.50	1/1/2022	12/31/2022
4	2587	Health Worker III	1.00	1/1/2022	12/31/2022
5	2588	Health Worker IV	1.00	1/1/2022	12/31/2022
6	2586	Health Worker II	1.00	1/1/2022	12/31/2022
7	1093	IT Operations Support Admin III	1.00	1/1/2022	12/31/2022
8	1092	IT Operations Support Admin II	1.00	1/1/2022	12/31/2022
9	2312	Licensed Vocational Nurse	1.00	1/1/2022	12/31/2022
10	1654	Business Analyst	0.10	1/1/2022	12/31/2022
11	0922	Manager I	0.75	1/1/2022	12/31/2022
12	2593	Health Program Coordinator III	0.75	1/1/2022	12/31/2022
13	2232	Senior Physician Specialist	0.75	1/1/2022	12/31/2022
14	2593	Health Program Coordinator III	0.75	1/1/2022	12/31/2022
15	2593	Health Program Coordinator III	0.75	1/1/2022	12/31/2022
16	2803	Epidemiologist II	0.75	1/1/2022	12/31/2022
17	2119	Health Care Analyst	0.75	1/1/2022	12/31/2022
18	2119	Health Care Analyst	0.75	1/1/2022	12/31/2022
19	2588	Health Worker IV (CAT 18)	0.75	1/1/2022	12/31/2022

We respectfully request for approval to accept and expend these funds retroactive to January 1, 2022. The Department received the award letter on February 17, 2022. The CFDA # for this grant is 93.977.

Project Description: HD STD PD16 2122 Std Preventio

Project ID: 10036938
Proposal ID: CTR00002095
Fund ID: 11580
Version ID: V101
Authority ID: 10001
Activity ID: 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: 6/14/2022 | 7:56 AM PDT

DocuSigned by:
Toni Rucker
AB4292F7334E44D
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 6/14/2022 | 6:38 PM PDT

DocuSigned by:
Greg Wagner
20327324733848F
(Signature Required)
greg wagner, COO for

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
Population Health Division
Strengthening STD Prevention and Control for Health Departments (STD PCHD)
January 1, 2022 - December 31, 2022

		Notice of Base Award	Notice of Award Increase	Total Amount
		February 7,2022	February 17,2022	
	Personnel -			-
	Salaries	668,776	887,113	1,555,889
	Fringe benefits	267,509	354,845	622,354
	Supplies	983	29,504	30,487
	Travel	1,000	11,700	12,700
	Contractual	148,007	609,487	757,494
	Training		6,400	6,400
	Membership		9,500	9,500
	Rent		250,050	250,050
	Indirect Costs	32,770	87,760	120,530
Total		1,119,045	2,246,359	3,365,404

**San Francisco Department of Public Health, Population Health Division
Strengthening STD Prevention and Control for Health Departments (STD PCHD)
Cooperative Agreement (CDC-RFA-PS19-1901)**

**Budget Justification
January 1, 2022 - December 31, 2022**

A. SALARIES AND WAGES

668,776

Position Title and Name	Annual Salary	Time	Months	Amount Requested
Principal Investigator S. Philip	\$ 317,590	2%	12	In Kind
Co-Principal Investigator S. Cohen	\$ 286,364	9%	12	\$ 25,773
Director/ARCHES W. Enanoria	\$ 163,518	3%	12	In Kind
Epidemiologist II T. Nguyen	\$ 129,090	17%	12	In Kind
Epidemiologist II R. Kohn	\$ 129,090	30%	12	\$ 38,727
Senior Physician Specialist O. Bacon	\$ 295,308	10%	12	In Kind
Nurse Manager J. Sansone	\$ 219,518	10%	12	In Kind
Health Program Coord II E. Antunez	\$ 113,646	7%	12	In Kind
Health Worker IV M. Harris	\$ 98,384	50%	12	\$ 49,192
Health Program Coord I R. Shaw	\$ 99,814	100%	12	In Kind
Health Worker III S. Williams	\$ 88,370	100%	12	\$ 88,370
Health Worker III H. Gregory	\$ 84,162	100%	12	In Kind
Health Worker IV T. Watkins	\$ 92,310	100%	12	\$ 92,310
Health Worker II K. Hampton	\$ 69,758	100%	12	\$ 69,758
IT Operations Support Admin III R. Perez	\$ 112,034	100%	12	\$ 112,034
IT Operations Support Admin II F. Yu	\$ 92,170	100%	12	\$ 92,170
Licensed Vocational Nurse R. Peralta	\$ 94,692	100%	12	\$ 94,692
Nurse Practitioner /Academic Detailer A. Decker	\$ 234,624	20%	12	In Kind
Physician Specialist D. Sachdev	\$ 269,464	15%	12	In Kind
Community Based Services Liaison J. McCright	\$ 127,192	5%	12	In Kind
Budget Analyst R. Watt	\$ 115,000	5%	12	\$ 5,750
Total Salaries				\$ 668,776

Job Description

1. Principal Investigator (S. Philip)

This position is the PI for the SFDPH PHD STD PCHD Project and will work with the Project leaders to ensure that the Project meets all funding requirements, follows the standardized protocols and procedures, and adheres to CDC's Data Security and Confidentiality Guidelines. As the Director of the SFDPH Population Health Division, this position has overall oversight and responsibility for all grants awarded to the Division and for the Program's compliance with funding requirements.

2. Co-Principal Investigator (S. Cohen)

This position is the Co-PI for the SFDPH PHD STD PCHD Project who will work with the other PI to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. They will participate/attend mandatory STD PCHD conference calls and project meetings. Dr. Cohen is the STD Controller for San Francisco and the Acting Director of the SFDPH PHD Disease Prevention and Control Branch, which includes SF City Clinic and the disease intervention specialists. Therefore, this position will provide primary oversight and direction-setting to meet STD PCHD objectives, and is the primary liaison for developing and implementing local STD policies and guidelines. As a member of the Epic development team, this position represents the needs of the SFDPH PHD clinics, including SF City Clinic, and the SFDPH PHD disease surveillance and program evaluation activities. Dr. Cohen is also the SF City Clinic Medical Director and is responsible for supervising, training and evaluating clinical staff; performing quality assurance of medical records; providing medical care to STD and HIV patients; overseeing research projects occurring at the Clinic; supervising the STD/HIV Care Program and the HIV PEP and PrEP Programs; providing technical assistance to private providers regarding management of syphilis patients; performing medical updates regarding syphilis and other STDs for health care providers; and acting as the liaison with the medical community for the purpose of increasing awareness of syphilis symptoms and screening recommendations. As a member of the Epic development team, this position represents the needs of SF City Clinic and STD disease surveillance and program evaluation activities in building the enterprise electronic medical record system that will serve all SFDPH patients. As a member of the California Prevention Training Center, the STD Clinical Services Technical Cooperation Group, the National Coalition of STD Directors, and the California STD/HIV Controllers Association, this position is critical in the discussion and development of STD policies and guidelines.

3. Director/ARCHES (W. Enanoria)

As the Director of the ARCHES Branch of the SFDPH Population Health Division, this position has overall oversight and responsibility for all data system development and maintenance, data collection and analysis, and other epidemiologic activities associated with the Project. This position is a key member of the Epic development team, representing all of the PHD needs to support surveillance, program evaluation, epidemiologic analyses, and monitoring clinical testing, care, and outcomes of SFDPH patients. Because Policy decisions related to Epic-based tools and data access for PHD staff and clinics will have implications for the SFDPH PHD STD Program activities and ability to meet STD PCHD objectives, this position's work and leadership are integral to the Project's success.

4. Epidemiologist II (T. Nguyen)

This position serves both as the STD Program Coordinator and a lead epidemiologist for the SFDPH PHD STD PCHD Project. Dr. Nguyen will work closely with the Project Investigators to ensure that STD PCHD objectives and deliverables are met. This position oversees the epidemiologic and program evaluation activities related to the STD Program and the STD PCHD Project, including design, analysis, and interpretation of epidemiologic studies related to STD control and surveillance. This position leads CDC-required reporting activities and ensures that required data are collected and evaluations are conducted. They are responsible for ensuring that informative data and analyses are presented to appropriate groups and at scientific meetings. They will also ensure QA of data reported through the various STD surveillance streams; create and implement policies and protocols for data monitoring and surveillance activities; identify and problem-solve around system- and technologic-level barriers to improving surveillance and program activities and interventions; and liaise with local, state, and national partners on STD surveillance and program evaluation issues.

5. Epidemiologist II (R. Kohn)

This position serves as both the STD Program Data Manager and senior epidemiologist for the SFDPH PHD STD PCHD Project. They are responsible for overseeing and managing ISCHTR, the STD electronic data system; verifying, analyzing, interpreting, and summarizing all STD data from surveillance records, SF City Clinic, and field investigations for routine reports and ad-hoc requests, grants, and program evaluation; using the results of STD morbidity and STD clinic, interview, and epidemiologic data to evaluate, develop or modify STD policies, STD surveillance systems and SF City Clinic QA practices; and providing training in epidemiologic methods and how to use ISCHTR to perform basic analysis of STD morbidity data. This position is a key member of the Epic development team; because the Epic EMR will replace the ISCHTR EMR for SF City Clinic, the work of this position is integral to ensuring ongoing successful use of integrated STD case and program data. The integration of DIS work and the SFCC EMR and workflows are unique to ISCHTR and the SFDPH PHD STD Program, the lessons learned from which are being represented by this position to maximize the potential for the development and implementation of Epic.

6. Senior Physician Specialist (O. Bacon)

This position is the supervising physician at SF City Clinic. He supervises the Nurse Practitioner team and is the lead preceptor for clinical students, interns, and fellows and house staff who rotate through the clinic. Dr. Bacon supports the development and implementation of clinical protocols and assists with evaluation of SFDPH PHD STD programmatic activities involving clinical workflows and guidance. This position provides STD testing and treatment consultation to citywide providers and supports the seamless integration of clinical and disease intervention services at SF City Clinic.

7. Nurse Manager (J. Sansone)

This position is the nurse manager at SF City Clinic. They supervise the nursing team and the on-site CLIA-certified moderate-complexity laboratory. This position supports the seamless integration of clinical and disease intervention services at SF City Clinic through the development and implementation of protocols informed by clinic and program evaluation data.

8. Health Program Coord II (E. Antunez)

This position is the supervisor for the Syphilis/HIV LINCS Team, which conducts partner services, linkage to care/treatment, case management, and/or navigation services to patients recently diagnosed with syphilis and/or HIV, or to patients previously diagnosed with HIV who are out of care. They are responsible for ensuring the assignment and completion of syphilis/HIV partner services, including PrEP consultation and referral for HIV-negative patients and contacts, and re-engagement in care for HIV-positive patients and contacts. They perform case reviews and field audits; maintain good-working relationships with CBOs and clinical providers/screening sites; maintain and monitor staff evaluation data; produce required reports; and participate in planning and evaluation meetings. They also supervise the Health Program Coordinator who oversees the syphilis-specific activities of the Syphilis/HIV LINCS Team.

9. Health Worker IV (M. Harris)

This position oversees the STD Screening & Surveillance Program and staff, which provides technical assistance to SF providers and clinics seeking to improve their STD screening rates or implement extragenital screening workflows; supports STD treatment assurance for all SFCC patients and SF-resident patients of providers by request; and conducts reminders for 3-month rescreening visits for females previously diagnosed with chlamydia or gonorrhea at SFCC. This position is responsible for supporting the facilitation of integrating STD screening into community-based organizations providing HIV testing and other sexual services.

10. Health Program Coordinator I (R. Shaw)

This position is responsible for overseeing the syphilis disease intervention activities of the Syphilis/HIV LINCS Team and for supervising members of the team. They are responsible for assigning and supervising partner services investigations; training staff members; performing case reviews, interviews, pouch reviews, and field audits; establishing relationships with CBOs to facilitate the integration and expansion of syphilis screening and educational activities; writing required reports using program and staff evaluation data; and conducting and participating in staff and STD Program leadership meetings. This position is also responsible for any HIV-related intervention conducted by assigned staff, including PrEP consultations and referrals, and linkage to HIV care services. This position works closely with the supervisor for the Syphilis/HIV LINCS team, wherein they both are responsible for developing and maintaining protocols for standard work for case investigations, management of workload, data-entry into ISCHTR, and sexual health counseling and referrals.

11. Health Worker III (S. Williams)

This position acts as the Syphilis Reactor Desk Coordinator and is responsible for contacting private providers to confirm syphilis diagnoses and treatment and to obtain demographics and locating information for early syphilis patients; for contacting individuals to report positive syphilis test results and arranging for them to receive evaluation and/or treatment; performing partner services activities for STD/HIV/GC contacts; investigating persons at high risk for syphilis, HIV, and other STDs; and performing syphilis screening activities in community-based settings in response to outbreaks.

12. Health Worker III (H. Gregory)

This position is part of the Syphilis/HIV LINCS Team and provides all LINCS services for assigned patients with syphilis or HIV; performs phlebotomy for syphilis and/or HIV partners and sexual network contacts; makes and verifies completion of referrals; performs follow-up for patients who do not return for their test results or who are infected with an STD and need treatment; and performs data-entry and quality assurance of disease intervention services.

13. Health Worker IV (T. Watkins)

This position supervises a small team of health workers, provides partner services to patients diagnosed with syphilis, reviews syphilis and resistant gonorrhea cases, and oversees activities related to gonorrhea, chlamydia, mycoplasma genitalium, trichomoniasis and hepatitis C screening at SF City Clinic.

14. Health Worker II (K. Hampton)

This position is assigned to the CT/GC Screening Surveillance Program and is responsible for ensuring follow-up of SFCC patients and patients by request of their providers who need STD treatment; managing the 3-month SFCC chlamydia and gonorrhea re-screening program; counseling PEP and HIV patients; and conducting quality assurance of disease intervention services.

15. IT Operations Support Admin III (R. Perez)

This position is responsible for network administration; maintaining Branch LANs; documenting system errors; identifying and implementing programming for surveillance and clinical databases (including ISCHTR) and QA components of the SFDPH PHD STD Program; preparation of the external monthly STD report and numerous internal monthly reports used for quality assurance of citywide STD activities including prevention, testing, care, and treatment; data dissemination through maintenance and updates to the SF City Clinic website and email distributions lists of providers and community participants.

16. IT Operations Support Admin II (F. Yu)

This position is responsible for maintaining and monitoring the SF City Clinic electronic data system; installing and configuring new computers and peripherals at the clinic; performing software upgrades; troubleshooting clinic hardware problems including computers, printers and LANs and coordinating repairs; assisting users in utilizing computer programs to conduct their work including desktop software and ISCHTR; researching software errors encountered by users; conducting preventive maintenance of hardware and monitoring systems to ensure reliability; assisting in troubleshooting programming problems, data-entry errors, and network administration.

17. Licensed Vocational Nurse (R. Peralta)

This position is responsible for overseeing the SF City Clinic STAT Laboratory and assisting clinic staff in the performance of chlamydia, gonorrhea, syphilis serology, and HIV testing; performing quality control testing of these tests, as assigned; and for performing data entry of lab data into ISCHTR.

18. Nurse Practitioner/Academic Detailer (A. Decker)

This position serves as the front-line academic detailer, developing materials for clinical providers to educate them on local/national STD epidemiology, STD screening/treatment guidelines, and best practices to implement and improve sexual health assessments and STD screening practices with their patient population. This position collaborates with STD and HIV leadership to prioritize provider types and organizations with which she conducts outreach and on-site training for both STD and HIV prevention and testing. This position also provides clinical consultation to the Community Health Equity and Promotion Branch, which is working with community-based sites to integrate STD tests into their existing HIV testing services.

19. Physician Specialist (D. Sachdev)

This position is a Clinical Prevention Specialist and medical director of the Syphilis/HIV LINCS program, supervising the two managers of the LINCS Team. This position oversees development and evaluation of new tools and analytic approaches to inform case/partner prioritization and investigation requirements. This position also develops programs and oversees staff to conduct other work across the HIV/STD prevention and treatment continuum, including quality improvement efforts for STD screening in HIV care clinics, HIV care linkage and re-engagement, and public health detailing. This position provides leadership and guidance to define program evaluation questions and analyses to improve STD Program approaches and activities.

20. Community Based Services Liaison (J. McCright)

This position is the Deputy Director for the PHD Community Health Equity and Promotion (CHEP) Branch and is responsible for establishing and maintaining community partnerships; providing support to community-based safety net STD screening and treatment programs and providers; providing STD/HIV training and technical assistance to staff in CBOs and within SFDPH; designing and evaluating community-based STD intervention programs; developing and implementing STD media and social marketing campaigns; and identifying, evaluating, writing and submitting grants to support innovative interventions and prevention activities addressing disparities seen among MSM, youth of color, and transgender persons.

21. Budget Manager (R. Watt)

This position is responsible for providing fiscal oversight and administrative support for the Project; for negotiating and setting-up budgets; working with the local fiscal department and budget staff; and preparing budget revisions as needed. This position also ensures appropriate budget expenditures on the necessary timetable.

B. MANDATORY FRINGES (40% x salaries)

This is based on actual fringes for each employee, which average 40% of salaries.

267,509

C. TRAVEL

1,000

Meetings or Conferences 2021 (5 staff)

5 x \$200 Ground transportation = \$1,000
Total **\$1,000**

D. EQUIPMENT

-

E. SUPPLIES

983

GC/CT collection test kits – 13 boxes @ \$62.50 per box plus sales tax @ 8.65%, est. shipping/handling \$100

F. CONSULTANTS/SUBCONTRACTORS

148,007

Name of Organization: Public Health Foundation Enterprises, Inc (PHFE) dba Heluna Health

Method of Selection: RFQ 36-2017

Period of Performance: 1/1/22-12/31/22

Total Contract Amount: \$148,007

Method of Evaluation: Quarterly Reports/Regular Meetings

Scope of Work: Funds are requested to continue to support a contract with Heluna Health to act as a fiscal agent for the purpose of hiring culturally appropriate staff to perform syphilis and HIV case management, partner services and HIV linkage to care activities for high risk populations in San Francisco.

SALARIES AND BENEFITS

Early Intervention Specialist

This position is assigned to the SF County Jails and is responsible for screening inmates for STDs, HIV and Hepatitis; performs daily Phlebotomy services for blood specimen collection; collects contact information for inmates receiving testing services; collects demographic and sexual history data; provides disclosure services to inmates infected with STDs, HIV and Hepatitis; assists with referrals and linkage to care activities for inmates who test positive; performs partner services as needed; delivers paper copies of test results to inmates who test negative.

0.5 FTE - Annual Salary of \$55,084 x .50 = \$27,542 (Remaining FTE is funded by another fund source)

Community Health Youth Workers

These positions perform STD data collection, counseling, follow up, and outreach for persons with STDs or at risk for STDs.

1.0 FTE - Annual Salary of \$51,966 x 1.0 = \$51,966

Program Administrator

This position is responsible for the fiscal management, policy development, and financial reporting. She develops and monitors budgets, establishes contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities.

0.1 FTE - Annual Salary of \$131,719 x 0.1 = \$13,171

	Total Salaries	92,679	
<u>Fringe Benefits</u>			
Fringe Rate is at 33.37% of salaries	Total Fringes	30,927	
	Total Salaries and Fringes		123,606

OPERATING EXPENSES

Supplies

6,225

Funds are requested to purchase program supplies including but not limited to, non monetary incentives, light refreshments for clients, booth rentals, printing of program materials, office and computer and IT supplies, and cell phones for field staff budgeted at \$6,225.

Travel

2,200

Local Mileage/Fast Passes

Funds will be used to pay for ride share, auto mileage and/or public transportation to perform field investigations to locate and interview persons infected with STDs, perform partner services and linkage to care.

Total Operating Expenses

8,425

Total PHFE/Heluna Health Direct Costs

132,031

Indirect Costs

15,976

Indirect costs are calculated at 12.1% of total modified Direct Costs.

TOTAL PHFE/HELUNA HEALTH BUDGET

148,007

G. OTHER

-

H. TOTAL DIRECT COSTS

1,086,275

I. TOTAL INDIRECT COSTS

32,770

3.5% Of Personnel

J. TOTAL COSTS

1,119,045

**San Francisco Department of Public Health, Population Health Division
 Strengthening STD Prevention and Control for Health Departments (STD PCHD)
 Cooperative Agreement (CDC-RFA-PS19-1901)**

**BUDGET JUSTIFICATION
 January 1, 2022 - December 31, 2022**

Salaries.....	668,776
Fringe Benefits.....	267,509
Travel.....	1,000
Equipment.....	-
Supplies.....	983
Contractual.....	148,007
Other.....	-
Total Direct.....	1,086,275
Indirect Costs.....	32,770
3.5% Of Personnel	
Total.....	1,119,045

**San Francisco Department of Public Health, Population Health Division
Strengthening STD Prevention and Control for Health Departments (STD PCHD)
Cooperative Agreement (CDC-RFA-PS19-1901)**

**Budget Justification
January 1, 2022 - December 31, 2022**

A. SALARIES AND WAGES

887,113

Position Title and Name	Annual Salary	Time	Months	Amount Requested
Principal Investigator S. Philip	\$ 317,590	5%	12	In Kind
Co-Principal Investigators S. Cohen and D. Sachdev	\$ 286,364	5%	12	In Kind
0922 Program Manager	\$ 148,252	100%	9	\$ 111,189
2593 LINCS Manager	\$ 127,192	100%	9	\$ 95,394
Business Analyst R. Watt	\$ 115,882	5%	12	\$ 5,794
2232 Medical Director	\$ 195,308	100%	9	\$ 146,481
2593 Health Program Coordinator III	\$ 127,192	200%	9	\$ 190,788
2803 Epidemiologist II	\$ 129,090	100%	9	\$ 96,818
2119 Health Care Analyst	\$ 111,488	200%	9	\$ 167,232
Health Worker 4	\$ 97,890	100%	9	\$ 73,418
Total Salaries				\$ 887,113

Job Description

1. Principal Investigator (S. Philip)

This position is the PI for the SFDPH PHD STD PCHD Project and will work with the Project leaders to ensure that the Project meets all funding requirements, follows the standardized protocols and procedures, and adheres to CDC's Data Security and Confidentiality Guidelines. As the Director of the SFDPH Population Health Division, this position has overall oversight and responsibility for all grants awarded to the Division and for the Program's compliance with funding requirements.

2. Co-Principal Investigator (S. Cohen)

This position is the Co PI for the SFDPH PHD STD PCHD Project who will work with the program manager and medical director to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. They will participate/attend mandatory STD PCHD conference calls and project meetings. Dr. Cohen is the STD Controller for San Francisco and the Director of the SFDPH PHD Disease Prevention and Control Branch, which includes SF City Clinic and the disease intervention specialists. Therefore, this position will provide primary oversight and direction-setting to meet STD PCHD objectives, and is the primary liaison for developing and implementing local STD policies and guidelines.

3. Co-Principal Investigator (D. Sachdev)

This position is the Co PI for the SFDPH PHD STD PCHD Project who will work with the program manager and medical director to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. This position is a Clinical Prevention Specialist and medical director of the Syphilis/HIV LINCS program, supervising the two managers of the LINC'S Team; oversees development and evaluation of new tools and analytic approaches to inform case/partner prioritization and investigation requirements. This position also develops programs and oversees staff to conduct other work across the HIV/STD prevention and treatment continuum, including quality improvement efforts for STD screening in HIV care clinics, HIV care linkage and re-engagement, and public health detailing. This position provides leadership and guidance to define program evaluation questions and analyses to improve STD Program approaches and activities.

4. Program Manager (TBD)

This position through ARCHES will oversee the HIV/STI program epidemiology and analyst team, including epidemiological and analyst staff working on DIS workforce outcomes and evaluation, as well as all other HIV/STI program grant writing and reporting. Responsible for hiring, training and supervision of Epidemiologist II position. Will also coordinate and collaborate with the Health Program Coordinator III responsible for cross-DIS performance improvement within the new reserve for accelerated disease response (RADR) group.

5. LINC'S Manager (TBD)

This position provides oversight and management under direction of the Medical Director to the LINC'S program, which provides comprehensive sexual health services, partner services, and linkage to care and treatment to people diagnosed with sexually transmitted infections, including syphilis and HIV. Responsible for supervision of STI and HIV coordinators in 20+ person team of DIS and navigators focused on HIV and STI prevention at City Clinic. Supervision responsibilities also includes Health Worker Supervisors, DCI and Health Program Coordinators and supervisors.

6. Business Analyt (R. Watt)

This position is responsible for providing fiscal oversight and administrative support for the Project; for negotiating and setting-up budgets; working with the local fiscal department and budget staff; and preparing budget revisions as needed. This position also ensures appropriate budget expenditures on the necessary timetable.

7. Medical Director (TBD)

Responsible for formation and oversight of the new DIS reserve for accelerated disease response 'RADR' group. Will provide vision and leadership from a medical perspective to all ongoing activities related to establishing and expanding the DIS workforce, further training and skill building activities, outbreak response and monitoring and evaluating ongoing QA/QI work. Provides direct supervision to the Health Program Coordinator III responsible for overseeing the DIS Fellowship and Recruitment, the Health Program Coordinator III responsible for Cross-DIS performance improvement and coordination, and the Program Assistant.

8. Health Program Coordinator (TBD 2 FTE)

a. Oversees and leads operations related to establishing and expanding the core public health workforce as well as evaluating and continuously improving hiring, training and outbreak response efforts within the new DIS 'RADR' group. Supervises both 2119 positions and acts as a liaison with the Epidemiologist 2 position.

b. Oversees and leads training new and existing staff in both strategic and specialized public health competencies as well as building organizational capacity for timely and effective outbreak response. Supervises 4 rotating DIS fellows.

9. Epidemiologist (TBD)

Supports epidemiology and surveillance needs by focusing on how to evaluate and continuously improve workforce hiring, training and outbreak response efforts. Will be responsible for defining efficiency and HR metrics and monitoring over time to assure quality assurance on the individual level and quality improvement on the systemic continuous improvement level. Responsible for organizing and faciliating big picture check-ins with stakeholders to monitor ongoing work. Position will report to the Program Manager.

10. Health Care Analyst (TBD 2 FTE)

Support LEAN QI/QC/PI activities of DIS across DPC, as core members of the reserve for accelerated disease response 'RADR' group. Provide support to Health Program Coordinator III responsible for cross-DIS performance improvement and will work closely in collaboration with the Program Manager and Epidemiologist II within STD on helping to define and monitor a realistic DIS workload, defining and monitoring metrics, developing a DIS training evaluation plan and participating in periodic big picture monitoring and evaluation check-ins to review outbreak response and DIS workforce.

11. Health Worker 4 (TBD)

This position is core members of the reserve for accelerated disease response 'RADR' group and will provide support to Health Program Coordinator III responsible for cross-DIS performance improvement and will work closely in collaboration with the Program Manager and Epidemiologist II within STD on helping to define and monitor a realistic DIS workload, defining and monitoring metrics, developing a DIS training evaluation plan and participating in periodic big picture monitoring and evaluation check-ins to review outbreak response and DIS workforce. This will not be a permanent civil service position.

B. MANDATORY FRINGES (40% x salaries)

This is based on actual fringes for each employee, which average 40% of salaries.

354,845

C. TRAVEL

11,700

Out of State Travel

Funds are requested to support the cost of out-of-state travel by project staff to attend any program spcific meetings and or conferences.

Meetings or Conferences 2022 (4 staff)

4 x \$850 r/t airfare =	\$3,400
4 x 5 nights lodging x \$250/day =	\$5,000
5 x \$200 Ground transportation =	\$1,000
4 x \$575 Registration =	<u>\$2,300</u>
Total	\$11,700

D. EQUIPMENT

-

E. SUPPLIES

Funds will be used to cover the cost of computers, software, and supplies for staff as well as costs associated with outreach and testing. This includes but is not limited to IT esupemietn and software, office supplies, printing costs, test kits and phlebotomy supply costs. Costs estimated as follows approximately \$273.2 x 12 staff x 9 months = \$29,504

29,504

F. CONSULTANTS/SUBCONTRACTORS

Consultant	Total
Heluna Health	\$ 518,287
IT Informatics Consultant	\$ 91,200
	\$ 609,487

Name of Organization: Public Health Foundation Enterprises, Inc (PHFE) dba Heluna Health

Method of Selection: RFQ 36-2017

Period of Performance: 1/1/22-12/31/22

Total Contract Amount: \$ 518,287

Method of Evaluation: Quarterly Reports/Regular Meetings

Scope of Work: Funds are requested to continue to support a contract with Heluna Health to act as a fiscal agent for the purpose of hiring culturally appropriate staff to perform syphilis and HIV case management, partner services and HIV linkage to care activities for high risk populations in San Francisco.

SALARIES AND BENEFITS

Position Title and Name	Annual Salary	Time	Months	Amount Requested
DIS Fellows	\$ 75,000	400%	6	\$ 150,000
Program Assistant	\$ 65,000	100%	9	\$ 48,750
Program Administrator	\$ 85,000	10%	12	\$ 8,500
Total Salaries				\$ 207,250

DIS Fellows (4 FTE)

These fellowship positions will learn to investigate cases and outbreaks of communicable and other diseases, under the mentorship and training of DIS staff operating in the office and the field. The fellowship program will train staff to collect, interpret and record information about patients and their contacts through shadowing of DIS. Fellows will have the opportunity to rotate into RADR for a 3-6 month time period where they will learn new skills, conduct tabletop outbreak simulation exercises, further enhance and refine training materials, and learn about other disease areas, to develop innovative ideas for the DIS workforce overall.

Program Assistant

This position will directly support the DIS workforce and Disease Prevention and Control. They will provide direct administrative support to the Medical Director and Health Program Coordinators overseeing the DIS fellowship, recruitment and cross-DIS performance improvement. Duties will include, but not be limited to front desk duties, providing direct and general administrative support, assisting with program review and management, conducting background research as needed, assisting with preparation of materials, event planning and preparation, communication and responding to general inquiries.

Program Administrator (M. Martin)

This position is responsible for the fiscal management, policy development, and financial reporting. They develop and monitor budgets, establish contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities.

Total Salaries **207,250**

Fringe Benefits

Fringe Rate is at 33.37% of salaries

Total Fringes 69,159

Total Salaries and Fringes 276,409

OPERATING EXPENSES

Supplies 16,100

Funds will be used to purchase computers for staff and supplies including but not limited to IT equipment, program supplies, meeting and refreshment supplies. Costs estimated as follows
5 computers and software x \$2500= \$12,500 and approximately \$300 x 12 month for other items.

Travel 2,634

Funds will be used to pay for auto mileage and/or public transportation or ride share to perform field investigations to locate and interview persons infected with STDs, perform partner services and linkage to care. Costs estimated at approximately \$219.50 x 12 months

Training 4,000

Staff Development

Funds will be used to pay for training and professional development for staff contributing to meeting the goals of this program. Costs estimated at \$800 x 5 staff

Subcontract 163,200

Consultant	Rate	Hours	Total
DEI Consultant	\$ 150	500	\$ 75,000
Tabletop Outbreak Consultancy	\$ 210	420	\$ 88,200
			\$ 163,200

DEI Consultant - Funds will be used to do a needs assessment and landscape analysis of diversity, equity and inclusion hiring and staffing practices within DPC. A consultancy will be brought in to identify the problem and do a climate assessment to inform short-term and long-term individual and institutional actions that will be built into a DEI-centered strategic plan. The consultant will serve in a coaching capacity to members of leadership and supervisors on DEI issues and will develop and deliver DEI training tailored to the specific context of the department. The consultancy will also facilitate conversations with leadership, managers, and supervisors on DEI needs by cultivating trust, encouraging self-awareness, creating space and taking risks to inform long-lasting change management on these issues.

Tabletop Outbreak Consultancy - Funds will be used to hire a consultancy group to help prepare DPC for future outbreaks of unknown pathogens. The consultancy group will discuss, consider and update existing emergency planning documents and organization structures with key personnel within DPC through lectures panels and general discussions. After formulating an understanding of strengths and weaknesses they will design a table-top exercise which will involve convening key emergency response personnel to discuss a simulated emergency situation. The exercise will be designed to encourage staff to filter relevant information and make key decisions. Participants will be tasked with reviewing and discussing risk communication and related actions. The tabletop exercise will help clarify roles and responsibilities and identify threat mitigation and preparedness actions specific to the DIS role within SFDPH.

Total Operating Expenses 185,934

Total PHFE/Heluna Health Direct Costs **462,343**

Indirect Costs **55,944**

Indirect costs are calculated at 12.1% of total modified Direct Costs.

TOTAL PHFE/HELUNA HEALTH BUDGET **518,287**

Name of Organization: Informatics Consultant

Method of Selection: RFQ 2-2020

Period of Performance: 1/1/22-12/31/22

Total Contract Amount: \$ **91,200**

Method of Evaluation: Quarterly Reports/Regular Meetings

Scope of Work: Funds will be used for supplemental and additional data management/informatics work with a focus on how DIS use EPIC. The consultant will review the current state of EPIC chart review and EPIC documentation by DIS across COVID and DPC, and suggest opportunities for EPIC optimization to support DIS work. Work will also include specific EPIC build requests, so that they could be developed into SBARs and work in collaboration with the EPIC leadership team.

Consultant Type	Hourly Rate	Hours	Months	Amount Requested
Informatics Consultant	\$ 200	38.00	12	\$ 91,200
Total				\$ 91,200

TOTAL INFORMATICS BUDGET **91,200**

G. OTHER **265,950**

Training **6,400**

Training and professional development for staff estimated at \$800/staff x 8 staff

Membership **9,500**

NCSD Membership (Due Oct 1, 2022, 0.28% of total funding)

Rent **250,050**

Funds will be used to cover the cost rent and facilities need for the entire team conducting this work. Costs are estimated based on the following
 150 sq.ft./person x 20 staff x \$6/month x 12 months= \$216,000.
 Improvements estimated at \$11.35/sq.ft x 150 sq.ft. x 20 staff = \$34,050

H. TOTAL DIRECT COSTS **2,158,599**

I. TOTAL INDIRECT COSTS **87,760**

7% of Personnel Cost (Salaries & Fringes)

J. TOTAL COSTS **2,246,359**

**San Francisco Department of Public Health, Population Health Division
 Strengthening STD Prevention and Control for Health Departments (STD PCHD)
 Cooperative Agreement (CDC-RFA-PS19-1901)**

**BUDGET JUSTIFICATION
 January 1, 2022 - December 31, 2022**

Salaries.....	887,113
Fringe Benefits.....	354,845
Travel.....	11,700
Equipment.....	-
Supplies.....	29,504
Contractual.....	609,487
Other.....	265,950
Total Direct.....	2,158,599
Indirect Costs.....	87,760
7% of Personnel Cost (Salaries & Fringes)	
Total.....	2,246,359



Recipient Information

1. Recipient Name

CITY & COUNTY OF SAN FRANCISCO
101 GROVE ST
San Francisco Department of Public Health
SAN FRANCISCO, CA 94102-4505
[NO DATA]

2. Congressional District of Recipient

12

3. Payment System Identifier (ID)

1946000417A8

4. Employer Identification Number (EIN)

946000417

5. Data Universal Numbering System (DUNS)

103717336

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Dr. Susan Philip
Acting Health Officer, City and County of San Francisco
susan.philip@sfdph.org

8. Authorized Official

Maggie Han
Deputy Director of Finance
maggie.han@sfdph.org
628-206-7681

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Ms. Portia Brewer
Grants Management Officer
yfa2@cdc.gov
770-488-3185

10. Program Official Contact Information

Ms. Britney Johnson
mwq4@cdc.gov
404.718.5604

Federal Award Information

11. Award Number

6 NH25PS005141-04-02

12. Unique Federal Award Identification Number (FAIN)

NH25PS005141

13. Statutory Authority

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

14. Federal Award Project Title

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

15. Assistance Listing Number

93.977

16. Assistance Listing Program Title

Preventive Health Services_Sexually Transmitted Diseases Control Grants

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2022	- End Date	12/31/2022
20. Total Amount of Federal Funds Obligated by this Action	\$2,246,359.00		
20a. Direct Cost Amount	\$2,158,599.00		
20b. Indirect Cost Amount	\$87,760.00		
21. Authorized Carryover	\$0.00		
22. Offset	\$0.00		
23. Total Amount of Federal Funds Obligated this budget period	\$184,696.00		
24. Total Approved Cost Sharing or Matching, where applicable	\$0.00		
25. Total Federal and Non-Federal Approved this Budget Period	\$2,431,055.00		
26. Project Period Start Date	01/01/2019	- End Date	12/31/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	Not Available		

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Arthur Lusby
Grants Management Officer, Team Lead

30. Remarks

Supplemental Funding: Financial Assistance in the amount of \$2,246,359.00



Recipient Information
Recipient Name CITY & COUNTY OF SAN FRANCISCO 101 GROVE ST San Francisco Department of Public Health SAN FRANCISCO, CA 94102-4505 [NO DATA]
Congressional District of Recipient 12
Payment Account Number and Type 1946000417A8
Employer Identification Number (EIN) 946000417
Data Universal Numbering System (DUNS) 103717336
Recipient's Unique Entity Identifier
31. Assistance Type Cooperative Agreement
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$1,555,889.00
b. Fringe Benefits	\$622,354.00
c. Total Personnel Costs	\$2,178,243.00
d. Equipment	\$0.00
e. Supplies	\$30,487.00
f. Travel	\$12,700.00
g. Construction	\$0.00
h. Other	\$265,950.00
i. Contractual	\$757,494.00
j. TOTAL DIRECT COSTS	\$3,244,874.00
k. INDIRECT COSTS	\$208,290.00
l. TOTAL APPROVED BUDGET	\$3,453,164.00
m. Federal Share	\$2,431,055.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9210840	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
1-939ZRPZ	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
2-9390H6F	19NH25PS005141C6	PS	41.51	\$2,246,359.00	75-X-0140
1-9390H67	19NH25PS005141C6	PS	41.51	\$0.00	75-X-0140
2-9210840	19NH25PS005141	PS	41.51	\$0.00	75-22-0950
2-939ZRPZ	19NH25PS005141	PS	41.51	\$0.00	75-22-0950



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH25PS005141-04-02

FAIN# NH25PS005141

Federal Award Date: 02/17/2022

Direct Assistance

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

AWARD ATTACHMENTS

CITY & COUNTY OF SAN FRANCISCO

6 NH25PS005141-04-02

1. Revised Terms

Notice of Funding Opportunity (NOFO): PS19-1901
Award Number: NH25PS005141

ADDITIONAL AWARD INFORMATION

Supplemental Funding: Additional funding in the amount **\$2,246,359** is approved for the Year 04 budget period, which is **March 01, 2022** through **December 31, 2022**, this award.

Coronavirus Disease 2019 (COVID-19) Funds: 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); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] agrees, as applicable to the award, 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.

In addition, to the extent applicable, recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group.

Termination/Non-compliance:

This award may be terminated in whole or in part consistent with 45 CFR 75.372. CDC may impose other enforcement actions in accordance with 45 CFR 75.371- Remedies for Noncompliance, as appropriate.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

Unallowable Costs:

1. Research
2. Clinical care
3. Publicity and propaganda (lobbying):
4. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - a. 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
 - b. 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 o 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/AntiLobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
5. All unallowable costs cited in CDC-RFA-PS19-1901 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.

DIS Workforce Supplemental Funded Contract/Consultant Requirement: The recipient must submit all contractual and consultant elements as described in the CDC Budget Preparation Guidance by uploading into Grant Solutions as a grant note within **90 days** of receipt of the Notice of Award. If the date falls on a weekend or holiday, the submission will be due the following business day. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. **If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Awarding Agency Contact Information section on the first page before the due date.**

REPORTING REQUIREMENTS

The following is a summary of the reporting requirements:

Progress and Fiscal Reports: Recipients must submit progress updates and fiscal reports every 12 months.

- Progress reports must include status in meeting hiring goals at recipient and sub-recipient levels.
- Fiscal reports must summarize progress in obligating and spending the allotted funds. Reporting templates will be made available.

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 grant document number identified on the bottom of **Page 2** of the Notice of Award must be known to draw down funds.

Document Number: **NH25PS005141C6**

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.

Office of Grants Services Contact:

Portia R. Brewer, MBA
Grants Management Specialist
Centers for Disease Control and Prevention (CDC)
Office of Grants Services (OGS)
Email: pbrewer@cdc.gov
Telephone: (770) 488-3185

PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE



Recipient Information

1. Recipient Name

CITY & COUNTY OF SAN FRANCISCO
101 GROVE ST
San Francisco Department of Public Health
SAN FRANCISCO, CA 94102-4505
[NO DATA]

2. Congressional District of Recipient

12

3. Payment System Identifier (ID)

1946000417A8

4. Employer Identification Number (EIN)

946000417

5. Data Universal Numbering System (DUNS)

103717336

6. Recipient's Unique Entity Identifier

7. Project Director or Principal Investigator

Dr. Susan Philip
Acting Health Officer, City and County of San Francisco
susan.philip@sfdph.org

8. Authorized Official

Maggie Han
Deputy Director of Finance
maggie.han@sfdph.org
628-206-7681

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Ms. Portia Brewer
Grants Management Officer
yfa2@cdc.gov
770-488-3185

10. Program Official Contact Information

Ms. Britney Johnson
mwq4@cdc.gov
404.718.5604

Federal Award Information

11. Award Number

6 NH25PS005141-04-01

12. Unique Federal Award Identification Number (FAIN)

NH25PS005141

13. Statutory Authority

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

14. Federal Award Project Title

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

15. Assistance Listing Number

93.977

16. Assistance Listing Program Title

Preventive Health Services_Sexually Transmitted Diseases Control Grants

17. Award Action Type

Supplement

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2022	- End Date	12/31/2022
20. Total Amount of Federal Funds Obligated by this Action			\$934,349.00
20a. Direct Cost Amount			\$906,988.00
20b. Indirect Cost Amount			\$27,361.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$184,696.00
24. Total Approved Cost Sharing or Matching, where applicable			\$0.00
25. Total Federal and Non-Federal Approved this Budget Period			\$1,119,045.00
26. Project Period Start Date	01/01/2019	- End Date	12/31/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			Not Available

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Arthur Lusby
Grants Management Officer, Team Lead

30. Remarks

Non-Competing Continuation: Financial Assistance in the amount of \$934,349.00.



Recipient Information
Recipient Name CITY & COUNTY OF SAN FRANCISCO 101 GROVE ST San Francisco Department of Public Health SAN FRANCISCO, CA 94102-4505 [NO DATA]
Congressional District of Recipient 12
Payment Account Number and Type 1946000417A8
Employer Identification Number (EIN) 946000417
Data Universal Numbering System (DUNS) 103717336
Recipient's Unique Entity Identifier
31. Assistance Type Cooperative Agreement
32. Type of Award Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$668,776.00
b. Fringe Benefits	\$267,509.00
c. Total Personnel Costs	\$936,285.00
d. Equipment	\$0.00
e. Supplies	\$983.00
f. Travel	\$1,000.00
g. Construction	\$0.00
h. Other	\$0.00
i. Contractual	\$148,007.00
j. TOTAL DIRECT COSTS	\$1,086,275.00
k. INDIRECT COSTS	\$32,770.00
l. TOTAL APPROVED BUDGET	\$1,119,045.00
m. Federal Share	\$1,119,045.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9210840	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
1-939ZRPZ	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
1-9390H67	19NH25PS005141C3	PS	41.51	\$0.00	75-X-0140
1-9390H67	19NH25PS005141C6	PS	41.51	\$0.00	75-X-0140
2-9210840	19NH25PS005141	PS	41.51	\$95,326.00	75-22-0950
2-939ZRPZ	19NH25PS005141	PS	41.51	\$839,023.00	75-22-0950



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH25PS005141-04-01

FAIN# NH25PS005141

Federal Award Date: 02/07/2022

Direct Assistance

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

AWARD ATTACHMENTS

CITY & COUNTY OF SAN FRANCISCO

6 NH25PS005141-04-01

1. Revised Terms

Notice of Funding Opportunity (NOFO): PS19-1901
Award Number: NH25PS005141

AWARD INFORMATION

PURPOSE: This revised Notice of Award is to award additional funding in the amount of **\$ 934,349**. Previously, **\$ 184,696** was awarded, making the current total available award amount **\$1,119,045** of the approved **\$1,119,045** for the Year **04** budget period which is **01/01/2022** through **12/31/2022**.

This award has been fully funded for budget year 04.

Substantial Involvement by CDC: This revised Notice of Award is to also administratively correct and replace the Substantial Involvement by CDC term issued in the Notice of Award dated December 16, 2021, to the correct term language listed below:

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

CDC program staff will assist, coordinate, or participate in carrying out effort under the award, and recipients agree to the responsibilities therein, as detailed in the NOFO.

In a cooperative agreement, CDC staff are substantially involved in the program activities, above and beyond routine grant monitoring. CDC activities for this program are as follows:

Technical assistance and capacity building

- Work with recipients to identify capacity building assistance and technical assistance (TA) needs that are essential to the success of the project
- Provide access to training and TA, including via CDC-TRAIN, that will strengthen staff capacity relevant to all required strategies and activities of the program
- Assist recipients with enhancing health department workforce capacity and infrastructure by providing training and TA around skills assessment, core competencies and workforce development
- Provide STD clinical and laboratory consultation and STD reference diagnostic services
- Collaborate in assessing progress toward meeting strategic and operational goals/objectives and in establishing measurement and accountability systems for documenting outcomes, such as increased performance improvements and best or promising practices

Information sharing

- Facilitate coordination, collaboration, and, where feasible, service integration among federal agencies, other CDC funded programs, other health departments, community-based organizations, local and state planning groups, other CDC directly funded programs, medical care providers, laboratories, and others addressing STD prevention and control activities
- Collaborate to compile and disseminate accomplishments, best practices, performance criteria, and lessons learned during the period of performance
- Share information, best practices, lessons learned, and evaluation results among recipients through, for example: conferences, guidance, material development, webinars, data sharing publications, committees, conference calls, and working groups

Award guidance and monitoring

- Support recipients in implementing the requirements of the cooperative agreement, selecting or prioritizing prevention strategies/activities and meeting identified outcomes
- Monitor recipients' program performance using multiple approaches, such as routine calls, site visits, emails, conference calls, affinity group participation, and standardized review of performance, grantee feedback and other data reports
- Provide guidance and coordination to recipients to improve the quality and effectiveness of work plans, evaluation strategies, products and services, and collaborative activities with other organizations
- Provide requirements and expectations for standardized and other data reporting, monitoring, and evaluation

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.

Please be advised that recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to their cooperative agreement are allowable, allocable, necessary and reasonable.

Office of Grants Services Contact:

Portia R. Brewer, MBA
 Grants Management Specialist
 Centers for Disease Control and Prevention (CDC)
 Office of Grants Services (OGS)
 Email: pbrewer@cdc.gov
 Telephone: (770) 488-3185

PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE

Wong, Greg (DPH)

From: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>
Sent: Tuesday, May 31, 2022 10:17 AM
To: Highsmith, Jocelyn (DPH)
Cc: Wong, Greg (DPH)
Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Good Afternoon Joycelyn,

Yes, that is the approved budget I have on file.

Respectfully,

Portia R. Brewer, MBA

Grant Management Specialist

Branch 1

Office of Grants Services (OGS)

Office of Financial Resources (OFR)

Office of the Chief Operating Officer (OCOO)

Centers for Disease Control and Prevention (CDC)

pbrewer@cdc.gov | 770-488-3185 office

Telework: Tuesday and Friday



PLEASE INCLUDE YOUR GRANT NUMBER IN THE SUBJECT LINE OF ALL EMAIL CORRESPONDENCE.

From: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>
Sent: Monday, May 23, 2022 11:50 AM
To: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>
Cc: Wong, Greg (DPH) <greg.wong@sfdph.org>
Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Hi Portia,

I just wanted to follow up on this. Can you provide confirmation of the attached budget?

Thank you,

Jocelyn Highsmith

Budget Analyst | Population Health Division

San Francisco Department of Public Health

jocelyn.highsmith@sfdph.org

C:415-662-0365

From: Highsmith, Jocelyn (DPH)
Sent: Thursday, May 12, 2022 4:57 PM

To: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>

Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Hi Portia,

Thank you for the update. In Lieu of an updated NOA, can you provide an email confirmation of the attached budget for accept and expend/accounting purposes.

Thank you,
Jocelyn

Jocelyn Highsmith

Sr. Budget Analyst | Population Health Division

San Francisco Department of Public Health

jocelyn.highsmith@sfdph.org

C:415-662-0365

From: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>

Sent: Thursday, May 12, 2022 8:57 AM

To: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>

Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Hi Jocelyn,

Yes, the NoA will be corrected to reflect the correct totals. We are working with the helpdesk on corrected all 59 awards, the first award is currently being processed now to determine how to correct all of the remaining awards. Once this one is cleared we will have a clear path ahead and all of the other awards will be processed and corrected.

Respectfully,

Portia R. Brewer, MBA

Grant Management Specialist

Branch 1

Office of Grants Services (OGS)

Office of Financial Resources (OFR)

Office of the Chief Operating Officer (OCOO)

Centers for Disease Control and Prevention (CDC)

pbrewer@cdc.gov | 770-488-3185 office

Telework: Tuesday and Friday

 **Office of Financial Resources**
Office of Grants Services (OGS)

PLEASE INCLUDE YOUR GRANT NUMBER IN THE SUBJECT LINE OF ALL EMAIL CORRESPONDENCE.

From: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>

Sent: Tuesday, May 10, 2022 12:34 PM

To: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>

Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Hi Portia,

Thank you for the confirmation. Will a corrected NOA be issued reflecting \$120,530 instead of \$208,290 for the indirect amount?

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$1,555,889.00
b. Fringe Benefits	\$622,354.00
c. Total Personnel Costs	\$2,178,243.00
d. Equipment	\$0.00
e. Supplies	\$30,487.00
f. Travel	\$12,700.00
g. Construction	\$0.00
h. Other	\$265,950.00
i. Contractual	\$757,494.00
j. TOTAL DIRECT COSTS	\$3,244,874.00
k. INDIRECT COSTS	\$208,290.00
l. TOTAL APPROVED BUDGET	\$3,453,164.00
m. Federal Share	\$2,431,055.00
n. Non-Federal Share	\$0.00

Thank you,
Jocelyn

From: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>
Sent: Tuesday, May 10, 2022 8:00 AM
To: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>
Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Good Morning Jocelyn,

Thank you for your email. Per your approved applications my records show the following:

Indirect costs for Core-	\$32,770
Indirect for Supplement-	\$87,760
Total	\$120,530

Respectfully,

Portia R. Brewer, MBA
 Grant Management Specialist
 Branch 1
 Office of Grants Services (OGS)
 Office of Financial Resources (OFR)
 Office of the Chief Operating Officer (OCOO)
 Centers for Disease Control and Prevention (CDC)
pbrewer@cdc.gov | 770-488-3185 office
 Telework: Tuesday and Friday

 **Office of Financial Resources
Office of Grants Services (OGS)**

PLEASE INCLUDE YOUR GRANT NUMBER IN THE SUBJECT LINE OF ALL EMAIL CORRESPONDENCE.

From: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>
Sent: Thursday, May 5, 2022 11:52 AM
To: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>
Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

Hi Portia,

I just wanted to follow up on this since we have not received an updated NOA. Can you review and verify the indirect cost award amount? The total Indirect costs is \$208,290, of which \$32,770 from the 2/7/2022 NOA and \$87,760 for 2/17/2022, leaving an extra \$87,760.

Our controller's office is requesting the grantor's confirmation of the NOA amount due to the discrepancy.

Thank you,
Jocelyn

Jocelyn Highsmith

Budget Analyst | Population Health Division
San Francisco Department of Public Health
jocelyn.highsmith@sfdph.org
C:415-662-0365

From: Brewer, Portia (CDC/OCOO/OFR/OGS) <yfa2@cdc.gov>
Sent: Tuesday, March 8, 2022 4:49 AM
To: Highsmith, Jocelyn (DPH) <jocelyn.highsmith@sfdph.org>
Subject: RE: Question RE NOA#6 NH25PS005141-04-02 (PCHD Supplemental Grant for San Francisco)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good Morning Jocelyn,

Thank you for your email. The Office of Grant Services has been made aware that there is a funding total discrepancies listed on page 1 and 2 of the Notice of Award. This is due to multiple funded actions being processed in the system simultaneously, we believe it simply confused the system. We are working with the helpdesk to get this matter corrected, I do not have a time frame of when this will be completed therefore your patience is greatly appreciated during this process. You will receive a new Notice of Award once the funding amounts are corrected. Thank you for your patience while we resolve this matter.

Respectfully,

Portia R. Brewer, MBA

Grant Management Specialist
Branch 1
Office of Grants Services (OGS)
Office of Financial Resources (OFR)
Office of the Chief Operating Officer (OCOO)

Centers for Disease Control and Prevention (CDC)

pbrewer@cdc.gov | 770-488-3185 office

Telework: Tuesday and Friday

 **Office of Financial Resources**
Office of Grants Services (OGS)

PLEASE INCLUDE YOUR GRANT NUMBER IN THE SUBJECT LINE OF ALL EMAIL CORRESPONDENCE.

City and County of San Francisco

Department of Public Health



**London N. Breed
Mayor**

TO: Angela Calvillo, Clerk of the Board of Supervisors

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

DATE: 6/15/2022

SUBJECT: Grant Accept and Expend

GRANT TITLE: Accept and Expend Grant - Strengthening STD Prevention and Control for Health Departments (STD PCHD) - \$3,365,404

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