



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

Memorandum

To: Honorable Members of the Board of Supervisors

From: San Francisco Department of Public Health

Date: Thursday, November 7, 2024

RE: Retroactive Statement for Files 240987 and 240988

These Resolutions seeks authorization for the Department of Public Health (DPH) to 1) retroactively apply to the Centers for Disease Control and Prevention (CDC) for the High-Impact HIV Prevention and Surveillance Programs for Health Departments and 2) retroactively accept and expend funds in the amount of \$5,701,459 from the CDC for the High-Impact HIV Prevention and Surveillance Programs for Health Departments. Details on retroactivity for each file are below.

File 240987- Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention - High-Impact HIV Prevention and Surveillance Programs for Health Departments - \$5,701,459 - DPH budgeted an amount of \$5,053,105 for this recurring grant through the Annual Appropriations Ordinance, File 240595. DPH received notice of the grant increase of \$648,354 on July 18, 2024, for the grant period of August 1, 2024, to May 31, 2025. The grant period was predetermined by the grantor. DPH then brought these items to the BOS after going through the City's fiscal approvals process, including Controller's Office review and approval.

File 240988 - Grant Application - Retroactive - Centers for Disease Control and Prevention - High-Impact HIV Prevention and Surveillance Programs for Health Departments - \$5,909,395 – The due date for this recurring grant from the Centers for Disease Control and Prevention (CDC) was April 29, 2024. The San Francisco Administrative Code, Section 10.170., requires Board of Supervisors approval of proposed annual or otherwise recurring grant applications of \$5,000,000 or more prior to their submission. Ordinance No. 265-05 also requires that City Departments submit applications for approval at least 60 days prior to the grant deadline for review and approval. DPH accidentally overlooked this recurring grant application and did not submit resolution to apply for the recurring grant prior to the 60-day deadline. DPH is respectfully requesting retroactive approval for this grant application. We apologize for this error and are developing procedures to ensure this will not happen again.

Please contact Christina Chiong, SFDPH Accept & Expend Unit Manager, at christina.chiong@sfdph.org for any questions about this request for retroactive authorization.