

File No. 210289

Committee Item No. 3

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date April 7, 2021

Board of Supervisors Meeting

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
- Grant 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)

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Completed by: Linda Wong Date April 2, 2021

Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - Retroactive - California Department of Justice - Tobacco Grant
2 Program Award - \$1,780,842]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a grant in the amount of \$1,780,842 from the California Department of Justice**
5 **for participation in a program, entitled “Tobacco Grant Program Award,” for the period**
6 **of January 1, 2021, through December 31, 2023.**

7
8 WHEREAS, The California Department of Justice (DOJ) has agreed to fund the San
9 Francisco Department of Public Health (DPH) in the amount of \$1,780,842 for the period of
10 January 1, 2021, through December 31, 2023; and

11 WHEREAS, DPH intends to coordinate tobacco use prevention outreach and education
12 with the San Francisco Unified School District (SFUSD); and

13 WHEREAS, DPH will monitor the presence of illegal tobacco products within the City
14 and County of San Francisco with the assistance of the San Francisco Department of
15 Children, Youth and Families; the San Francisco Public Health Foundation; San Francisco
16 Youthworks; and other community-based non-profits and/or faith-based organizations; and

17 WHEREAS, DPH will evaluate the effectiveness of our activities through the youth
18 survey conducted by SFUSD; and

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

20 WHEREAS, A request for retroactive approval is being sought because DPH received
21 the award letter on December 31, 2020, for a project start date of January 1, 2021; and

22 WHEREAS, The grant budget includes a provision for indirect costs in the amount of
23 \$84,802; now, therefore, be it

24 **RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant**
25 **in the amount of \$1,780,842 from the DOJ; and, be it**

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

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

5 FURTHER RESOLVED, That within thirty (30) days of the Grant Agreement being fully
6 executed by all parties, the Director of Health shall provide a copy to the Clerk of the Board of
7 Supervisors for inclusion in the official file.

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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: _____
(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: **Tobacco Grant Program Award**

2. Department: **Environmental Health**

3. Contact Person: **Jennifer Callewaert** Telephone: **415-252-3971**

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$1,780,842**

6a. Matching Funds Required: **\$ 0**

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

7a. Grant Source Agency: **California Department of Justice**

b. Grant Pass-Through Agency (if applicable): **N.A.**

8. Proposed Grant Project Summary:

DPH Environmental Health intends to coordinate tobacco use prevention outreach and education with the San Francisco Unified School District (SFUSD). We will monitor the presence of illegal tobacco products within the City and County of San Francisco with the assistance of the San Francisco Department of Children, Youth and Families, San Francisco Public Health Foundation, San Francisco Youthworks, and other community-based non-profits and/or faith-based organizations (CBOs). We will enforce against illegal sales of tobacco products to persons under the age of 21 with the San Francisco Police Department and the San Francisco City Attorney's office. We will evaluate the effectiveness of our activities through the youth survey conducted by SFUSD.

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

Start-Date: **January 1, 2021**

End-Date: **December 31, 2023**

10a. Amount budgeted for contractual services: **\$894,662**

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?

d. Is this likely to be a one-time or ongoing request for contracting out? **On-going**

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

b1. If yes, how much? **\$84,802**

b2. How was the amount calculated? **5% of Expenditures**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to January 1, 2021. The Department received the award on December 31, 2020. This grant does not require an ASO amendment.

Project Description: HD ENV 2021 PD150 SFDPH DOJ PR

Project: 10037286

Activity: 0001

Dept: 251975

Fund: 11580

Authority: 10001

****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: 1/29/2021 | 8:50 AM PST

DocuSigned by:

704292F7351F13D...
 (Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 2/2/2021 | 5:33 PM PST

DocuSigned by:

20327324732838F...
 (Signature Required)

Greg wagner, COO for



City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

London N. Breed, Mayor
Grant Colfax, MD, Director of Health
Patrick Fosdahl, MS, REHS
Acting Director of Environmental Health

August 7, 2020

California Department of Justice
Office of the Attorney General
Division of Operations - Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 95816

Dear Sir/Madame/They:

The San Francisco Department of Public Health – Population Health Division – Environmental Health Branch (SFDPH-EHB) is proud to submit our proposal to the California Department of Justice - Tobacco Grant Program (DOJ). The opportunity for funding SFDPH-EHB goals and objectives is paramount to reverse the sharp increase in vaping rates among youth in San Francisco. Furthermore, our goals and objectives demonstrate SFDPH-EHB's commitment for:

- Innovative collaboration that eliminates silos between government agencies and our community;
- Empowerment of communities most affected by systematic racism and disparities in criminal justice and health; and
- Implementation of bold strategies and best practices to prevent illegal tobacco sales.

As described in the grant proposal, as the lead agency, SFDPH-EHB intends to:

- Coordinate tobacco use prevention outreach and education with the San Francisco Unified School District (SFUSD);
- Monitor the presence of illegal tobacco products within the City and County of San Francisco with the assistance of the San Francisco Department of Children, Youth, and Families, San Francisco Public Health Foundation, San Francisco YouthWorks, and other community-based non-profits and/or faith-based organizations (CBOs);
- Enforce the illegal sales of tobacco products to person's under the age of 21 with the San Francisco Police Department and the San Francisco City Attorney's Office; and
- Evaluate the effectiveness of our activities through the youth survey conducted by SFUSD.

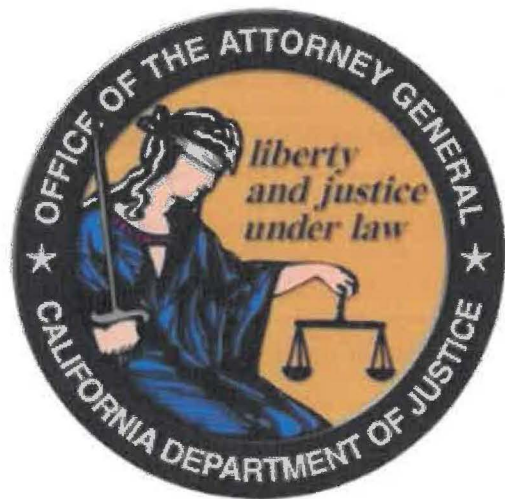
Without the DOJ funding, SFDPH-EHB will not be able to conduct these activities, nor our core program functions, including conducting compliance inspections of all retail tobacco establishments, processing tobacco permit applications, processing permit denial appeals, or taking enforcement action against establishments illegally selling tobacco products. No one agency or group alone can move the youth tobacco use needle, but together, in partnership, we have a very unique and timely opportunity to succeed.

Thank you for your support.

Sincerely,

Jen Callewaert, MS, REHS
Principal Inspector
SFDPH-EHB Tobacco & Smoking Program

TOBACCO GRANT PROGRAM
2020-21
GRANT PROPOSAL TEMPLATE
DOJ-PROP56-2020-21-1



XAVIER BECERRA
Attorney General
OFFICE OF THE ATTORNEY GENERAL

**TOBACCO GRANT PROGRAM
DOJ-PROP56-2020-21-1**

PROPOSAL COVER SHEET

SUBMITTED BY:

City & County of San Francisco Department of Public Health (SFDPH)
Population Health Division (PHD)/Environmental Health Branch (EHB)

Janine Young

49 South Van Ness Avenue, Suite 600

San Francisco, CA 94103

415-252-3903

janine.young@sfdph.org

PROGRAM CONTACT:

Jen Callewaert

49 South Van Ness Avenue, Suite 600

San Francisco, CA 94103

415-252-3971

jennifer.callewaert@sfdph.org

Authorized Signatures:



Name: Grant Colfax, MD

Title: Director of Health


Date:



Name: Tomás J. Aragón, MD, DrPH

Title: Director, PHD, SF Health Officer


Date:



Name: Christine Siador, MPH

Title: Deputy Director, PHD

Date:



Name: Jen Callewaert

Title: Principal Inspector

Date:

Fan

SUMMARY – DESCRIPTION OF REQUEST

Description	SFDPH, EHB's mission is to make San Francisco the healthiest place on Earth. EHB's Tobacco & Smoking Program ("Program") is a staff of 5 - 2 Senior Health Inspectors, a Senior Clerk, 2 Environmental Health Specialists, and a Principal Inspector overseeing the Program. The Program's mission is to ensure tobacco sales are conducted at permitted facilities and the facilities adhere to the local and state laws, including no sales of flavored or unapproved FDA tobacco products; and no tobacco sales to minors. The Program also enforces smoking laws.
Funding Requested	\$ 1,806,050
Funding Duration (select one)	<input type="radio"/> 24 Months <input checked="" type="radio"/> 36 Months
Summary of Goals and Objectives	(1) Reduce tobacco use for minors (Under the age of 21 yrs old); (2) Reduce tobacco product sales to Minors (3); Verify compliance through outreach, education, monitoring, inspections, and enforcement, (4) Share data, knowledge, and experience with others; and (5) Ensure that staff, resources, and policies comply with San Francisco and the Department's racial and social equity work.

PROBLEM STATEMENT – DESCRIBE THE ISSUES OR PROBLEMS TO BE ADDRESSED WITH GRANT FUNDS.

Geographic Area to be Served	San Francisco serves over: 670 retail tobacco establishments located throughout 11 Supervisorial Districts (neighborhoods with the highest # of tobacco retailers have the lowest median household incomes); 29,690 middle and high school students learning at 49 teaching facilities; and 1.4 million residents and employees for smoking-related issues.
Tobacco Rates and Patterns	Overall smoking rates for adults continue to trend downward. However, for minors, the use of electronic cigarettes are trending upward, from 10.2% (2017) to 18.9% (2019). With over 31% of high school students, 31.7% White/Caucasian students, and 27% LGB students reporting the use of electronic cigarettes (or vaping products). Although the number of permitted tobacco establishments have decreased to 670 locations, illegal tobacco products sales to minors and establishments operating without a valid permit remain stagnant at 7% and 50 locations per year, respectively.
Other Known Factors	With the limited availability of new tobacco permits and the restriction on the sales of flavored tobacco products and electronic cigarettes, San Francisco tobacco retailers reportedly feel pressure to sell illegal tobacco products, including selling tobacco products without first obtaining a SFDPH Retail Tobacco Permit.

(Agencies are limited to one sheet for each goal, with a maximum of five goals. Goals must be listed in priority order and should match the Goals and Objectives Summary on page 2.)

GOAL 1: Sustainability of Tobacco Program Core Operations and Staff

Goal Description	Conduct education, investigations, inspections, and enforcement
Measurable Outcome	Conduct 1 compliance inspection per year at 670 tobacco retailers
Timeline	February 1, 2022 - December 31, 2023
Narrative Description	<p>In response to the disproportionate number of retail tobacco establishments in vulnerable neighborhoods and the rising use of flavored nicotine products by San Francisco students, since 2014, San Francisco legislation has passed laws to:</p> <ul style="list-style-type: none"> • Reduce the number of retail tobacco products establishments, • Remove flavored tobacco products, including menthol, from all retail establishments, • Prevent the sales of tobacco products without FDA approval; • Prevent the shipment of flavored and unapproved FDA tobacco products within the City and County of San Francisco; and • Prevent tobacco products sales to Minors. <p>Additionally, the Department responds to secondhand smoke migration complaints at SF residential and business locations. To ensure compliance to these local laws, Department staff participate in outreach and education efforts, investigate smoking complaints, conduct annual compliance inspections at tobacco permitted retailers, and enforce health code violations through permit suspension and offer SFDPH diversion program.</p> <p>To ensure transparency and improve the publics' knowledge about these local laws, the Department with funding support from the DOJ, will continue to update the Tobacco Permit Restriction (or Density) Map, distribute educational booklets and rules and regs translated in 5 different languages, develop guidance(s), maintain applications, provide free "No Smoking" signs (also translated in several languages), enforce unpermitted tobacco retailers, and update our diversion program to include an on-line training and required plan.</p>

GOAL 2: Tobacco Use Prevention through Outreach and Education

Goal Description	Expand SFUSD outreach and education and display on MUNI buses
Measurable Outcome	In 2023 YRBS, tobacco use below 10% and education above 50%
Timeline	January 1, 2021 - December 31, 2023
Narrative Description	<p>San Francisco Unified School District - Tobacco Use Prevention Use Prevention (SFUSD) team consists of educators, nurses, counselors, outreach workers, and over 150 youth leaders spread across 49 middle, high, county, continuation, and charter schools. SFUSD team provides outreach and education about the negative effects of tobacco products to over 29,600 students, parents, and caregivers.</p> <p>SFDPH and SFUSD are partnering to drive the trend of student tobacco use to below 10% and to improve tobacco use prevention education above 50% by the 2023 Youth Risk Behavior Survey (YRBS). To accomplish this important outcome, grant funding is needed to hire a Resource Coordinator (RC) .</p> <p>Within 12-18 months of the grant, the Resource Coordinator with the SFUSD team and SFDPH Tobacco Program funded staff will:</p> <ul style="list-style-type: none"> • Develop an on-line tobacco use intervention and prevention education program; • Research strategies and best practices to decrease tobacco use by students for the development of a strategic plan (SFUSD approved strategies may be implemented at schools by January 1, 2023); and • Increase the visibility of the negative effects of tobacco use by displaying pre-approved DOJ student art tobacco-free posters on 50% of San Francisco MUNI public buses with middle, high, county, continuation, and charter school destinations. <p>[Grant Funds support Objectives 1, 2 & 5 cited on Page 4]</p>

GOAL 3: Illegal Tobacco Product Sales Monitoring Program

Goal Description	Develop community-based compliance & illegal tobacco sale checks
Measurable Outcome	Conduct annually: 800 retail and 400 on-line sales monitoring checks
Timeline	January 1, 2021 - December 31, 2023
Narrative Description	<p>In San Francisco, tobacco retailers are not allowed to sell flavored or electronic cigarettes without FDA approval. Furthermore, the Department is committed to drive the illegal sales of tobacco products to Minors from 7% to 0% within the 36-month grant period.</p> <p>To assist SFPDPH staff to prioritize inspections and resources towards non-compliant retailers, in partnership with the San Francisco Public Health Foundation (SFPHF) and the San Francisco Department of Children, Youth, and Family ("DCYF"), up to 6 interns from SF's marginalized communities will conduct monitoring checks at SF retail and on-line tobacco establishments. This monitoring program will be developed and implemented in phases:</p> <p>Phase 1 - Within 6-9 months, the SFPDPH and partners with up to 2 San Francisco community based organizations (CBOs) will develop the monitoring program SOP and on-line/site training. No monitoring checks will be conducted during Phase 1.</p> <p>Phase 2 - Within 9-12 months, SFPDPH will train and supervise 2 interns to monitor up to 400 on-line retailers for illegal sales. SFPDPH will refer all confirmed illegal on-line sales to the City Attorney's Office, Code Enforcement.</p> <p>Phase 3 - Within 18-24 months of the grant, SFPDPH will train and supervise up to 4 additional interns to monitor compliance of local tobacco laws at 600 SF retail locations. The Phase 2 interns will monitor 400 on-line and 200 SF retail for illegal sales. The results of the monitoring checks will assist SFPDPH to determine where to focus staff compliance inspections or other SF support or services.</p> <p>[Grant Funds support Objectives 1, 2 3 & 5 cited on Page 4]</p>

GOAL 4: Tobacco Products Sales to Minors Prevention

Goal Description	Continuation of San Francisco Police Department Decoy Operations
Measurable Outcome	Conduct 1 sales minor decoy operation at 500 SF permitted retailers.
Timeline	July 1, 2022 – December 31, 2023
Narrative Description	<p>Since the Stay-Safe-at-Home Health Order, the SFPD paused the Minor Decoy Operations. SFPD’s decoy operation is San Francisco’s best tool to determine the effectiveness of SFDPH’s education and outreach efforts, monitoring program (as proposed in this grant), compliance inspections, and enforcement actions. The Department in partnership with SFPD is committed to no sales of tobacco products to anyone under the age of 21 years old. For the purpose of this grant, "Minor" means anyone under 21 years of age.</p> <p>In addition, the SFDPH shall complete the following:</p> <ul style="list-style-type: none"> • Create MOU with SFPD on an annual basis for SFPD to conduct decoy operations at all permitted locations with the exception of bars and clubs for those 21 years of age and up. • SFDPH shall conduct investigations and implement enforcement action plan within 2 month of SFDPH receiving a SFPD report with a California penal code section 308 citation for the sales of tobacco products to anyone under 21 years old. • Enter into compliance agreements with tobacco retailers who sold to a Minor, including implementation of mitigation strategies to reduce the likelihood of repeat sales to Minor violation. • Research and expand mitigation strategies to foster education and partnership; and result in no repeat violations. • Maintain a record of all tobacco permit violations, suspension periods, appeals, and implementation strategies to reduce sales to persons under the age of 21 (in accordance with Department or Program retention policies). • Develop and report all sales to persons 21 years of age on an interactive web-based SF Tobacco Permit Map accessible to the public. <p>[Grant Funds support Objectives 1, 2 & 3 cited on Page 4]</p>

Data, Knowledge, and Experience Sharing
GOAL 5:

Goal Description	Assist other agencies to build capacity with data and lessons learned
Measurable Outcome	Participate in up to 4 trainings, conferences, or research activities
Timeline	January 1, 2023 - December 31, 2023
Narrative Description	<p>With the public’s rising demand for government to reduce police presence for non-violent and social justice issues (e.g., tobacco control laws) and empower the community, local jurisdictions are searching to balance these priorities - enforce laws in a manner that respects community.</p> <p>The Department believes that one of the best practice is to expand partnerships with school district(s), city agencies, and non-profit and/or faith-based organizations (CBOs) in order to develop and implement outreach, education, community monitoring, and enforcement that also addresses racial, social, and health inequities and disparities.</p> <p>By fully funding all goals addressed in this grant proposal, the Department will be able to collect data, analyze the results, determine best practice(s), and develop presentations and/or trainings to assist other jurisdictions to build their capacity. Department staff will participate in up to 4 conferences, trainings, or research projects.</p> <p>Furthermore, during the last year of the grant, Department staff will develop an on-line presentation that will be easily accessible to other jurisdictions.</p> <p>[Grant Funds support Objectives 4 & 5 cited on Page 4]</p>

<p>Personnel Title #1</p>	<p>Description of role in grant proposal (see page 8 of the RFP for instruction).</p>
<p>Personnel Title #2 (Agency May Add More as Necessary)</p> <p>A. Principal Health Inspector - 1 6124 (0.40 FTE)</p> <p>B. Senior Health Inspector - 2 6122 (1.50 FTE)</p> <p>C. Environmental Health Specialist Trainees - 2 9910 (2.0 FTE)</p>	<p>Description of role in grant proposal.</p> <p>A. Work with Senior Inspector staff to ensure the Department meets the proposed objectives and goals, including working directly with several city agencies (SFPD, City Attorney's Office, SFUSD, and DCYF) to coordinate efforts to advance the goals and objectives. Lead development of any updates to the Tobacco and Smoking Law Rules and Regulations, and potential amendments to the SF Health Code – Tobacco. In addition, support staff in the enforcement process and planning efforts of the enforcement strategy plan, provide guidance and expertise through the administrative hearing process, summarize EHB's investigation and recommend the administrative fine and/or permit suspension period for retail tobacco violations. For appeals, they will represent the Department.</p> <p>B. Conduct and lead the enforcement operations, including sales to minor violations, sales of flavored tobacco, the investigation of illegal sales of tobacco products by San Francisco retailers; partner with SFUSD and DCYF to create monitoring program for illegal tobacco sales; will train, supervise, and mentor interns to monitor compliance of local tobacco laws at 600 tobacco establishment in SF and 2 interns checking on-line retailers for illegal sales; and as the core part of the Tobacco and Smoking Program, provide field and enforcement training to two 9910's in the tobacco enforcement program to allow them to gain the experience required to become CA REHS Inspector.</p> <p>C. Conduct outreach, education, compliance inspections, and support the senior staff with the enforcement process and retailer and youth trainings. Provide assistance with the tobacco permit application process, develop forms, edit the Program website, and support the Department's administrative hearing process for tobacco cases.</p>

PROJECT PERSONNEL – DESCRIBE THE STAFFING REQUIRED TO CARRY OUT THE GRANT OBJECTIVES AS SUPPORTED BY THE PROPOSED BUDGET.

<i>Example: Personnel Title #1</i>	Description of role in grant proposal (see page 8 of the RFP for instruction).
D. Senior Health Clerk - 1 1406 (0.50)	D. Lead administrative tasks for the Tobacco & Smoking Program, including application intake; maintaining tobacco enforcement training binder, manage tobacco control service requests alleging illegal tobacco sales, sales to any person under 21 years of age, single cigarette sales, and smoking complaints; triage tobacco permitting customer calls; and serve as the liaison between the Department’s Tobacco & Smoking Program and SF Tax Collector’s Office.

Budget Detail Sheet	Please copy/duplicate all expenditures into the Excel Budget Detail Sheet. Instructions on how to complete the Budget Detail Sheet are available on the DOJ's website at http://oag.ca.gov/tobaccogrants . You do not need to enter any information into this box. <i>Please proceed to the Budget Narrative.</i>
Budget Narrative	<p>All expenditures associated with Operating Expenditures, Equipment, Travel/Registration, and Other Expenses must be adequately justified in this section. Unallowable costs are listed on pages 9 of the RFP. Travel restrictions and limitations are explained on page 9.</p> <p>The Department brings in revenue through the annual tobacco permit license for 670 retail tobacco establishments, which decreases every year due to the tobacco permit density law. The grant funding will be used to maintain the core Tobacco and Smoking Program staff, who are essential in order to complete the goals and objectives outlined in this proposal. In order to continue our enforcement, outreach, and education support, and enforce the state and local tobacco laws, it's imperative the Department seeks and secures alternative funding sources. Funding the EHB Tobacco and Smoking Program staff will in turn make it possible for Goal 1 through Goal 5 to be accomplished and for the grant reporting and budget to be maintained. Prior to the Prop 56 funding stream, the Tobacco and Smoking program consisted of two senior health inspectors, a half-time 9910, and a quarter-time principal health inspector. Prior staffing was not sufficient to enforce our current laws and with little opportunity to move the needle on sales to minors and youth smoking rates. Just in the short time DOJ has funded the Program, we have seen a decrease in tobacco sales to minor by 3%.</p>
Other State and Local Funding Sources for Proposed Grant Projects	<p>DOJ-PROP56-2019-20-1-055: 9910 (2FTE) + 1406 (0.25) - FY20-22 (\$318,596); Admin Law Judge - FY22-23 (\$12,878)</p> <p>CDPH Tobacco Grant: 6122 (1.25 FTE) - FY20-21, funding ends after 1/31/22 (\$391,577) Admin Law Judge + City attorney - FY20-22 (\$21,700) SFDPH will only ask to continue staff funding beyond these grants.</p>

Budget Detail Sheet	Please copy/duplicate all expenditures into the Excel Budget Detail Sheet. Instructions on how to complete the Budget Detail Sheet are available on the DOJ's website at http://oag.ca.gov/tobaccogrants . You do not need to enter any information into this box. <i>Please proceed to the Budget Narrative.</i>
Budget Narrative	<p style="text-align: center;"><u>Operating Expenses - Other Expenses</u></p> <ol style="list-style-type: none"> 1. Resource Coordinator (SFUSD) (1.0FTE) - The SFUSD Resource Coordinator (RC35) provides technical assistance, supportive services and resources, including the development and implementation of workshops, to school site personnel, parents/caregivers, and CBOs regarding tobacco use prevention and other school climate issues. Throughout the grant period, the RC35 will analyze and utilize the Youth Risk Behavior Survey (YRBS), as well as additional best practices, to design, inform, and coordinate with other SFUSD and SFPDPH staff around the program development and implementation of tobacco use prevention outreach, and onsite/online education and training. Furthermore, the RC35 will coordinate with SFPDPH for SF Municipal Transportation Authority (MUNI) tobacco use prevention campaign. In 2023, the RC35 will assist evaluators in encouraging site staff to complete surveys. 2. Youthworks Interns - Conduct outreach, education, and compliance inspections in permitted retail tobacco locations and work directly with the Senior EH Inspectors to report back findings from monitoring program, including unpermitted locations, locations selling flavored or unapproved FDA tobacco products, and receive training and mentorship to understand career pathways in DPH and tobacco control. 3. SF Community-based Organization (CBO) - Up to two CBO's will work with SFPDPH to create the monitoring program listed in Goal 3, Phase 1 and assist in the coordination of hiring the 6 Youthworks Interns. 4. SF Public Health Foundation (SFPHF) - SFPHF will select subcontractors (i.e. Youthworks and CBOs) to provide technical assistance to SFPDPH for the development of the tobacco products control monitoring program. For all subcontracts, SFPHF provides program administration support services and funding distribution, manages/monitors performance and accountability of subcontractors and project funds, issues payments on a cost reimbursement basis, monitors budget, maintains records, produces financial reports as requested, and undergoes an audit, when required by Department and/or DOJ. This budget item is required in order to fund the CBOs and Interns.

<p>Budget Narrative</p>	<ol style="list-style-type: none"> 5. Mifi Plan - Inspection staff will bring laptops and tablets into the field to provide materials to retailers and email retailers any necessary documents. Interns will also use for monitoring program during compliance checks. The device is free along with each monthly plan. 6. Tablets will be provided to the Interns to conduct the compliance checks and the body cams will be provided to the 21+ year old interns for their safety. 7. Data cloud storage is required for the data collected through the annual compliance checks and other monitoring data. 8. Printed Materials - SF Reproduction printing costs for SFMTA Muni Bus posters, inspection reports, educational materials, training materials/handouts. 9. Rent – The Tobacco Grant Personnel will be housed in one building on one floor at 49 South Van Ness Ave, Suite 600, SF. The space is essential to run the program and provide a one-of-a-kind permit center for the tobacco retailers. http://49SVN.sfgov.org. The budget detail is prorated by number of program staff and percent allocation to grant activities. 10. Translation services - Through a recent survey ~35% of SF tobacco retailers are requesting educational and enforcement materials in their 1st language. It is important for them to clearly understand what is required of them and strategies to reduce sales to minors. 11. Police Contract + Youth Decoy – SFPD requires funding to run the sales to minor operations which is conducted on top of the officer’s regular assigned work duties. Support youth tobacco enforcement education and involvement in SFPD sales to minor operations. 12. The City Attorney – the City Attorney’s Office will support the investigation and litigation of illegal internet sales of unapproved tobacco products and provide council on updating the SF Retail Tobacco Rules and Regulations and retail tobacco policy, as well as review of retail tobacco Board of Appeals cases from SFDPH enforcement activities. 13. Administrative Law Judge (ALJ) – The Department contracts with the San Francisco Department of Police Accountability to provide an ALJ/ Hearing Officer for 1-2 monthly Director’s Hearing. Due to an increase in tobacco enforcement cases from the flavored tobacco ban, sales to minor violations, and the new ban on unapproved FDA e-cigarettes, additional hearings, case review and production of hearing orders issued to retail tobacco operators will be required by the ALJ.
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Travel Expenses:

1. **Transit Passes** – to commute between the office and retail tobacco locations in San Francisco.
2. **Trainings and Conferences** - SFDPH staff will participate in up to 4 conferences, trainings, or research projects. General SFDPH funding will not cover staff costs to conferences and trainings.

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

Costs Per Fiscal Year (July 1 - June 30)

A. Personal Services

Salaries

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
6124 - Principal Environmental Health Inspector	\$69.83/hour x 2080 hours x 0.40 FTE 3.5% increase each year from FY21/22 - FY23/24	\$ 29,049	\$ 60,129	\$ 62,234	\$ -
6122 - (2) Senior Environmental Health Inspector	\$64.94/hour x 2080 hours x 1.50 FTE 3.5% increase each year from FY21/22 - FY23/24	\$ -	\$ -	\$ 217,027	\$ -
1406 - Senior Clerk	\$34.68/hour x 2080 hours x 0.50 FTE 3.5% increase each year from FY21/22 - FY23/24	\$ -	\$ -	\$ 38,636	\$ -
9910 - 2 Environmental Health Specialist Trainee (new staff every 18 months - temp position)	\$35.00/hour x 2080 hours x 2.0 FTE	\$ -	\$ -	\$ 145,600	\$ -
SUBTOTAL		\$ 29,049	\$ 60,129	\$ 463,497	\$ -

Overtime

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -

Benefits

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Standard SFDPH fringe benefit package includes: Social Security and OASDI, Retirement, Health Insurance, Dependent Care, Dental Coverage, Unemployment Insurance, Long-term Disability, and Vacation and Sick Leave:					
6124 - Principal Environmental Health Inspector	45% of Salary	\$ 13,072	\$ 27,058	\$ 28,005	\$ -
6122 - (2) Senior Environmental Health Inspector	45% of Salary	\$ -	\$ -	\$ 97,662	\$ -
1406 - Senior Clerk	45% of Salary	\$ -	\$ -	\$ 17,386	\$ -
9910 - 2 Environmental Health Specialist Trainee (new staff every 18 months - temp position)	45% of Salary	\$ -	\$ -	\$ 65,520	\$ -
SUBTOTAL		\$ 13,072	\$ 27,058	\$ 208,573	\$ -
TOTAL PERSONAL SERVICES		\$ 42,121	\$ 87,187	\$ 672,070	\$ -

B. Operating Expenses and Equipment

Equipment (Tangible items with a per-unit cost of \$5,000 or more)

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
					\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

Other Expenses

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1. SFUSD Resource Coordinator	~\$49/hour x 2080	\$ 49,325	\$ 102,219	\$ 105,932	\$ -
2. Youthworks Interns	\$23/hour x 580 hours (max) x 6 interns		\$ 80,040	\$ 80,040	\$ -
3. San Francisco Community-based Organizations	Up to 2 CBO at \$40/hr for 120 hours	\$ 4,800	\$ 9,600	\$ 9,600	
4. Public Health Foundation	10% of intern/CBO grant award	\$ 480	\$ 8,964	\$ 8,964	\$ -
5. Mifi monthly service for laptops and tablets	6 plans x \$68/month	\$ 2,448	\$ 4,896	\$ 4,896	\$ -
6. Tablets and body camera	\$1000/tablet x 5 tablets + \$2500 per body cam x2	\$ -	\$ 10,000	\$ -	\$ -
7. Cloud data storage for compliance and decoy data	Flat rate	\$ -	\$ 5,000	\$ 5,000	\$ -
8. Printed Materials - SF Reproduction printing costs for SFMTA Muni Bus posters, inspection reports, educational materials, training materials/handouts	Muni Public Bus Posters - \$3500 \$0.05 - \$0.50 per page 1,000 inspection reports (1 page) Poster and Handouts for 670 retailers x 2 handouts/FY	\$ 5,000	\$ 5,500	\$ 5,500	\$ -
9. Rent for SFDPH Tobacco Grant Staff	FY20/21 - \$1,323,142 per year/166 total staff office space x 6 EHB staff x 4.4 FTE FY21-24 - \$2,162,178 per year/166 total staff office space x 4.4 FTE .	\$ 17,536	\$ 57,311	\$ 57,311	\$ -
10. Translation services for education/outreach and enforcement materials	\$0.22/ word + proofreading x 5000 words x 5 languages		\$ 5,500	\$ 5,500	\$ -
11. Police contract for decoy operation - Sales to Minor with up to 2 SFPD staff + youth decoy	\$3,200/operation x 20 operations \$200/operation x up to 20 operations.	\$ -	\$ -	\$ 68,000	
12. City Attorney's Office	\$279/hour for 125 city attorney hours + \$179/hour for 50 investigator hours) x 1 operations/year	\$ -	\$ 43,825	\$ 43,825	\$ -
13. Administrative Law Judge		\$ -	\$ 43,825	\$ 43,825	\$ -
SUBTOTAL		\$ 79,589	\$ 376,680	\$ 438,393	\$ -
Travel Expenses/Registration Fees*					
Description and Destination	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1. Transit passes for field staff	\$98/pass x up to 6 passes/month	\$ 1,176	\$ 7,056	\$ 7,056	\$ -
2. Trainings and conferences	Up to 4 staff/year for 4 nights (\$500 registration, \$600 roundtrip air. \$200/night, per diem \$70/day)	\$ -	\$ -	\$ 8,720	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 1,176	\$ 7,056	\$ 15,776	\$ -
TOTAL OPERATING EXPENSES AND EQUIPMENT		\$ 80,765	\$ 383,736	\$ 454,169	\$ -

*For approved tobacco related training only. Travel cannot exceed current state rates.

C. Administrative Costs*

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Indirect Costs	5% of grant total	\$ 6,144	\$ 23,546	\$ 56,312	\$ -
		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 6,144	\$ 23,546	\$ 56,312	\$ -

*Administrative costs may not exceed 5% of the total budget.

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

SUMMARY					
Budget Category	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Request
A. Personal Services	\$ 42,121	\$ 87,187	\$ 672,070	\$ -	\$ 801,378
B. Operating Expenses and Equipment	\$ 80,765	\$ 383,736	\$ 454,169	\$ -	\$ 918,669
C. Administrative Costs	\$ 6,144	\$ 23,546	\$ 56,312	\$ -	\$ 86,002
TOTAL PROJECT COSTS	\$ 129,030	\$ 494,468	\$ 1,182,551	\$ -	\$ 1,806,050

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding ("MOU") is entered into by the Department of Justice ("DOJ") and the San Francisco Department of Public Health (hereinafter, "Grantee"), to provide grant funds to Grantee for expenditure in compliance with the Grantee Handbook. The Grantee will expend funds for the purposes identified in the approved Grant Application submitted by Grantee in response to the DOJ's Request for Proposal for activities of Local Government Agencies to be funded under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (the "Act"), approved by the voters as Proposition 56.

The Request for Proposals, Grantee Handbook (dated February 2021), and Grant Application are hereby incorporated by reference into this MOU.

COST REIMBURSEMENT

DOJ agrees to reimburse Grantee in arrears, for Grantee's actual expenditures in performing the Scope of Work included in the approved Grant Application, upon receipt of invoices from Grantee and approval of the invoices by DOJ, in accordance with the reimbursement procedures set forth in the Grantee Handbook.

BUDGET CONTINGENCY CLAUSE

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under the agreement does not appropriate sufficient funds for this MOU, this MOU shall be of no further force and effect. In this event, the DOJ shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this MOU and Grantee shall not be obligated to continue performing any provisions of this agreement for which it would have been reimbursed.

If funding for any fiscal year is reduced or deleted in the Budget Act for purposes of this MOU, the DOJ shall have the option to either cancel this MOU with no liability occurring to the DOJ, or offer an addendum to the Grantee to reflect the reduced amount.

ADMINISTRATION

Should Grantee fail to comply with this MOU, including any expenditures for purposes not permitted under the MOU, DOJ may take one or more of the actions described under Remedies for Noncompliance in the Grantee Handbook.

MISCELLANEOUS PROVISIONS

Addendum – No addendum or variation of the terms of this MOU is valid unless made in writing, and signed by the duly authorized representatives of the parties.

Assignment – This MOU is not assignable by Grantee in whole or in part.

Indemnification – Grantee agrees to indemnify and hold harmless the DOJ, its officers, agents and employees from all claims, liabilities, or losses in connection with the performance of this MOU.

Termination – The DOJ may terminate this MOU and be relieved of any obligation to provide grant funds to Grantee should Grantee fail to perform the Scope of Work at the time and in the manner provided in this MOU.

TERMS

Grant Duration: 1/1/2021 – 6/30/2024

Award Amount				
Category of Expenditure	Budget FY 2020-2021	Budget FY 2021-2022	Budget FY 2022-2023	Budget FY 2023-2024
Personal Services	\$42,121	\$87,187	\$672,070	\$0
Operating Expenses and Equipment	\$79,589	\$376,680	\$438,393	\$0
Administrative Costs (Not to Exceed 5%)	\$6,086	\$23,193	\$55,523	\$0
TOTAL AWARD AMOUNT	\$1,780,842			

The time limit for reimbursements against this award ends 6/30/2024. Requests received after 7/15/2024 cannot be reimbursed by the DOJ.

GRANTEE CONTACT INFORMATION

Jennifer Callewaert MS, REHS
Tobacco & Smoking Program Principal Health Inspector
San Francisco Department of Public Health – Population Health Division
Environmental Health Branch
49 South Van Ness Ave., Ste 600
San Francisco, CA 94103
(415) 252-3971
jennifer.callewaert@sfdph.org

Patrick Fosdahl, MS, REHS
Environmental Health Branch – Acting Director
Population Health Division
San Francisco Department of Public Health
49 South Van Ness Ave., Ste 600
San Francisco, CA 94103
(415) 252-3904
patrick.fosdahl@sfdph.org

AUTHORIZATION

The DOJ and Grantee, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU and any future addendums shall be mailed to the Division of Operations, Local Assistance Unit, Tobacco Grant Program, and will become fully executed upon completion of signatures from all parties.

Grant Colfax, M.D.
Director of Health
San Francisco Department of Public Health

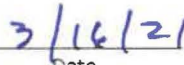
Date

Christine Siador, MPH
Acting Director, Population Health Division
Director, Office of Operations, Finance & Grants Management
San Francisco Department of Public Health

Date



Patrick Fosdahl, MS, REHS
Acting Director, Environmental Health Branch
Population Health Division
San Francisco Department of Public Health



Date

STACY HEINSEN, GRANT MGR.
Division of Operations
California Department of Justice

Date

CHRIS RYAN, CHIEF
Division of Operations
California Department of Justice

Date



DIVISION OF OPERATIONS
TOBACCO GRANT PROGRAM
P.O. BOX 160187
SACRAMENTO, CA 95816-0187
Telephone: (916) 210-6422
E-Mail Address: TobaccoGrants@doj.ca.gov

December 31, 2020

Jen Callewaert
San Francisco Dept. of Public Health
49 South Van Ness Avenue, Suite 600
San Francisco, CA 94103

Re: Tobacco Grant Award Notification FY 20/21

Dear Jen Callewaert:

Congratulations! On behalf of the California Department of Justice, I am excited to inform you that your agency's grant application for funds authorized under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 has been approved for Funding in the amount of \$1,780,842¹.

The California Department of Justice was excited to receive applications totaling over \$82 million to support local law enforcement agencies in educating minors about the harms of tobacco products, enforcing state and local tobacco laws, and conducting retailer enforcement. Consequently, some awards were approved with modifications.

In order to accept the award, your agency must, within 15 calendar days of the date of this letter, respond with a signed Letter of Intent (template attached) affirming either 1) your agency will seek a resolution to accept the award, if your agency has a governing body; or 2) no governing body exists and no resolution is required. The letter can be sent via email to TobaccoGrants@doj.ca.gov with subject line "FY 20-21_Letter of Intent_[Agency Name]" and/or hard copy to:

CA Department of Justice
Division of Operations
Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 95816-0187

If the Letter of Intent is **only** being sent via hard copy, it must be postmarked within 15 days of the date of this letter. Upon receipt of the Letter of Intent, the Local Assistance Unit

¹Award amounts are subject to change due to appeals or declinations of awards.

December 31, 2020

Page 2

within the California Department of Justice will provide documents as part of your grant agreement (Memorandum of Understanding, Handbook, etc.).

Also provided with the electronic version of this letter is the approved Budget Detail which will reflect any necessary modifications. If you wish to realign the approved funds, please reference the attached instruction sheet and return your revised Budget Detail with your letter of intent.

If you have any questions about this process, please do not hesitate to contact me at (916) 210-7006 or at TobaccoGrants@doj.ca.gov.

Sincerely,



STACY HEINSEN
Manager, Tobacco Grant Program

For XAVIER BECERRA
Attorney General

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL
San Francisco Department of Public Health

Costs Per Fiscal Year

A. Personal Services

Salaries

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
6124- Principal Environmental Health Inspector		\$ 29,049	\$ 60,129	\$ 62,234	\$ -
6122- (2) Senior Environment Health Inspector				\$ 217,027	\$ -
1406- Senior Clerk				\$ 38,636	\$ -
9910- (2) Environment Health Specialist Trainee(new staff every 18 mo - temp position)				\$ 145,600	\$ -
SUBTOTAL		\$ 29,049	\$ 60,129	\$ 463,497	\$ -

Overtime

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
SUBTOTAL		\$ -	\$ -	\$ -	\$ -

Benefits

Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
6124- Principal Environmental Health Inspector	45% of salary	\$ 13,072	\$ 27,058	\$ 28,005	
6122- (2) Senior Environment Health Inspector	45% of salary			\$ 97,662	
1406- Senior Clerk	45% of salary			\$ 17,386	
9910- (2) Environment Health Specialist Trainee(new staff every 18 mo - temp position)	45% of salary			\$ 65,520	
SUBTOTAL		\$ 13,072	\$ 27,058	\$ 208,573	\$ -
TOTAL PERSONAL SERVICES		\$ 42,121	\$ 87,187	\$ 672,070	\$ -

B. Operating Expenses and Equipment

Equipment (Tangible items with a per-unit cost of \$5,000 or more)

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
SUBTOTAL		\$ -	\$ -	\$ -	\$ -

Other Expenses

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL
San Francisco Department of Public Health

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
1.) SFUSD Resource Coordinator		\$ 49,325	\$ 102,219	\$ 105,932	
2.) Youthworks Interns		\$ -	\$ 80,040	\$ 80,040	\$ -
3.) San Francisco Community-based Organizations		\$ 4,800	\$ 9,600	\$ 9,600	\$ -
4.) Public Health Foundation		\$ 480	\$ 8,964	\$ 8,964	
5.) Mifi monthly service for laptops and tablets		\$ 2,448	\$ 4,896	\$ 4,896	
6.) Tablets and body camera		\$ -	\$ 10,000	\$ -	\$ -
7.) Cloud data storage for compliance and decoy data		\$ -	\$ 5,000	\$ 5,000	\$ -
8.) Printed materials- SF repo. printing costs, mini bus posters, inspection reports, edu materials, training materials/handouts		\$ 5,000	\$ 5,500	\$ 5,500	\$ -
9.) Rent for SFPHD Tobacco Grant staff		\$ 17,536	\$ 57,311	\$ 57,311	\$ -
10.) Translation services for edu/outreach and enforcement materials		\$ -	\$ 5,500	\$ 5,500	\$ -
11.) Police contract for decoy operations -sales for minor with up to 2 SFPHD staff + youth decoy		\$ -	\$ -	\$ 68,000	\$ -
12.) City Attorney's Office		\$ -	\$ 43,825	\$ 43,825	\$ -
13.) Administrative Law judge		\$ -	\$ 43,825	\$ 43,825	\$ -
SUBTOTAL		\$ 79,589	\$ 376,680	\$ 438,393	\$ -
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Description and Destination	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
SUBTOTAL		\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENSES AND EQUIPMENT		\$ 79,589	\$ 376,680	\$ 438,393	\$ -

*For approved tobacco related training only. Travel cannot exceed current state rates.

C. Administrative Costs*

Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Indirect costs	not to exceed 5% of expenditures	\$ 6,086	\$ 23,193	\$ 55,523	\$ -
TOTAL		\$ 6,086	\$ 23,193	\$ 55,523	\$ -

*Administrative costs may not exceed 5% of the total budget.

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL
San Francisco Department of Public Health

SUMMARY

Budget Category	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Request
A. Personal Services	\$ 42,121	\$ 87,187	\$ 672,070	\$ -	\$ 801,378
B. Operating Expenses and Equipment	\$ 79,589	\$ 376,680	\$ 438,393	\$ -	\$ 894,662
C. Administrative Costs	\$ 6,086	\$ 23,193	\$ 55,523	\$ -	\$ 84,802
TOTAL PROJECT COSTS	\$ 127,796	\$ 487,060	\$ 1,165,986	\$ -	\$ 1,780,842

Budget Detail Sheet	Please copy/duplicate all expenditures into the Excel Budget Detail Sheet. Instructions on how to complete the Budget Detail Sheet are available on the DOJ's website at http://oag.ca.gov/tobaccogrants . You do not need to enter any information into this box. <i>Please proceed to the Budget Narrative.</i>
Budget Narrative	<p style="text-align: center;"><u>Operating Expenses - Other Expenses</u></p> <ol style="list-style-type: none"> 1. Resource Coordinator (SFUSD) (1.0FTE) - The SFUSD Resource Coordinator (RC35) provides technical assistance, supportive services and resources, including the development and implementation of workshops, to school site personnel, parents/caregivers, and CBOs regarding tobacco use prevention and other school climate issues. Throughout the grant period, the RC35 will analyze and utilize the Youth Risk Behavior Survey (YRBS), as well as additional best practices, to design, inform, and coordinate with other SFUSD and SFDPH staff around the program development and implementation of tobacco use prevention outreach, and onsite/online education and training. Furthermore, the RC35 will coordinate with SFDPH for SF Municipal Transportation Authority (MUNI) tobacco use prevention campaign. In 2023, the RC35 will assist evaluators in encouraging site staff to complete surveys. 2. Youthworks Interns - Conduct outreach, education, and compliance inspections in permitted retail tobacco locations and work directly with the Senior EH Inspectors to report back findings from monitoring program, including unpermitted locations, locations selling flavored or unapproved FDA tobacco products, and receive training and mentorship to understand career pathways in DPH and tobacco control. 3. SF Community-based Organization (CBO) - Up to two CBO's will work with SFDPH to create the monitoring program listed in Goal 3, Phase 1 and assist in the coordination of hiring the 6 Youthworks Interns. 4. SF Public Health Foundation (SFPHF) - SFPHF will select subcontractors (i.e. Youthworks and CBOs) to provide technical assistance to SFDPH for the development of the tobacco products control monitoring program. For all subcontracts, SFPHF provides program administration support services and funding distribution, manages/monitors performance and accountability of subcontractors and project funds, issues payments on a cost reimbursement basis, monitors budget, maintains records, produces financial reports as requested, and undergoes an audit, when required by Department and/or DOJ. This budget item is required in order to fund the CBOs and Interns.

Budget Narrative

5. **Mifi Plan** - Inspection staff will bring laptops and tablets into the field to provide materials to retailers and email retailers any necessary documents. Interns will also use for monitoring program during compliance checks. The device is free along with each monthly plan.
6. **Tablets** will be provided to the Interns to conduct the compliance checks and the body cams will be provided to the 21+ year old interns for their safety.
7. **Data cloud storage** is required for the data collected through the annual compliance checks and other monitoring data.
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9. **Rent** – The Tobacco Grant Personnel will be housed in one building on one floor at 49 South Van Ness Ave, Suite 600, SF. The space is essential to run the program and provide a one-of-a-kind permit center for the tobacco retailers. <http://49SVN.sfgov.org>. The budget detail is prorated by number of program staff and percent allocation to grant activities.
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11. **Police Contract + Youth Decoy** – SFPD requires funding to run the sales to minor operations which is conducted on top of the officer's regular assigned work duties. Support youth tobacco enforcement education and involvement in SFPD sales to minor operations.
12. **City Attorney** – the City Attorney's Office will support the investigation and litigation of illegal internet sales of unapproved tobacco products and provide council on updating the SF Retail Tobacco Rules and Regulations and retail tobacco policy; and review of retail tobacco Board of Appeals cases from SFDPH enforcement activities.
13. **Administrative Law Judge (ALJ)** – The Department contracts with the San Francisco Department of Police Accountability to provide an ALJ/ Hearing Officer for 1-2 monthly Director's Hearing. Due to an increase in tobacco enforcement cases from the flavored tobacco ban, sales to minor violations, and the new ban on unapproved FDA e-cigarettes, additional hearings, case review and production of hearing orders issued to retail tobacco operators will be required by the ALJ.

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City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

London N. Breed, Mayor
Grant Colfax, MD, Director of Health
Patrick Fosdahl, REHS, MPH
Acting Director of Environmental Health

January 11, 2021

Department of Justice
Division of Operations
Tobacco Grant Program
PO Box 160187
Sacramento, CA 95816-0187

RE: **Letter of Intent to Accept the Tobacco Grant Program Award**
(FY 2020-21)

To Whom It May Concern:

Please accept this as affirmation that our agency intends to accept the Tobacco Grant Program award in the amount of \$1,780,842.00. We are honored to be given this opportunity to advance public health.

This option applies to our agency:

- (X) Our agency will seek a resolution from our governing body in order to accept the award, or
() Our agency has no governing body, and will not require a resolution in order to accept the award.

Sincerely,

A handwritten signature in black ink, appearing to read "Jen Callewaert".

Jen Callewaert MS, REHS

Principal Environmental Health Inspector
Radiation, Tobacco, Emergency Response, Article 38, Massage and Body Arts Programs
415-252-3971 (desk)

Tobacco Grant Program Instructions and Considerations for Redistribution of the Approved Budget

The Budget Detail document covers four (4) fiscal years (July 2020-June 2024). Funding for fiscal year (FY) 2020-21 cannot begin prior to January 2021, and should not include more than six (6) months of funding. The maximum funding award any applicant received was for three (3) full years. Therefore, if you received three (3) years of funding and you opt to begin your budget on January 1, 2021, then the 3rd FY (2023-24) should also include only six (6) months of funding and end December 31, 2023.

Due to funding restrictions, there will not be an option to extend this award beyond June 30, 2024, but you can align your budget to end prior to June 30, 2024.

You may redistribute the dollar amounts for approved budget items, but you may not add anything back that was removed by the Merits Committee nor add new items. If your agency feels that an item removed by the Merits Committee is integral to a specific part of your proposal, then, it is the intent of the Merits Committee that that portion of your proposal need not be fulfilled. If you are moving funds from one approved item/category to another, an explanation is required, as redistribution is generally allowed for approved items within the FYs. Administrative Costs (Section C) cannot exceed 5% of the totals from Sections A and B. The formula is $(A + B) \times 5\%$. If you were not awarded the full 5% of Administrative Costs, it is because the full 5% was not included in your application. Regardless of how much your agency is awarded in this category, reimbursement for administrative costs cannot exceed 5% of the total direct $(A + B)$ approved-for-reimbursement expenses.

If you choose to redistribute funds, the Budget Detail you submit to TobaccoGrants@doj.ca.gov must include hard-coded whole dollars. The cells in the worksheet will accept formulas and cents, and you are welcome to keep your own records, but the version you submit must include whole dollars – no cents or formulas. Please either round up or down. Your total budget cannot exceed your award amount, so please ensure when rounding that the total budget matches the award amount. **If you choose to start your program as approved by the Merits Committee, there is no need for a new Budget Detail to be sent to the Tobacco Grant Program.**

Any anticipated purchases of tangible items (equipment or other items) should be purchased within the *first year* of your project so that its use and function benefit the Program and you will have time to report on the benefits derived from the purchase.

This will not be your only opportunity to modify your Budget Detail, but modifications to your budget after this initial redistribution, are limited to three per fiscal year. The process may be time-consuming and create a delay in use of funds. Therefore, carefully plan your budget now in order to reduce the number of times it may need to be modified in the future.

If for some reason you believe the modified budget sent to you is unworkable even with adjustments within the line items approved, please email TobaccoGrants@doj.ca.gov to discuss options.



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dr. Grant Colfax
Director of Health
DATE: 2/9/2021
SUBJECT: Grant Accept and Expend
GRANT TITLE: Accept and Expend Grant - Tobacco Grant Program Award - \$1,780,842

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
- 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