

File No. 220271

Committee Item No. 10

Board Item No. 12

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee
Board of Supervisors Meeting

Date May 4, 2022
Date May 10, 2022

Cmte Board

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

OTHER (Use back side if additional space is needed)

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Completed by: Brent Jalipa Date April 29, 2022
Completed by: Brent Jalipa Date May 6, 2022

1 [Accept and Expend Grant - Retroactive - Alliance and Safety Justice - San Francisco General
2 Hospital Foundation - Trauma Recovery Center - National Learning Collaborative for Trauma
3 Recovery Centers (TRC's) - \$135,000]

3

4 **Resolution retroactively authorizing the Department of Public Health to accept and**
5 **expend a grant in the amount of \$135,000 from the Alliance and Safety Justice through**
6 **the San Francisco General Hospital Foundation for participation in a program, entitled**
7 **“Trauma Recovery Center - National Learning Collaborative for Trauma Recovery**
8 **Centers (TRC’s),” for the period of October 1, 2021, through September 30, 2022.**

9

10 WHEREAS, The Alliance and Safety Justice (ASJ), through the San Francisco General
11 Hospital Foundation (SFGHF) as a pass-through entity, has agreed to fund the Department of
12 Public Health (DPH) in the amount of \$135,000 for participation in a program, entitled
13 “Trauma Recovery Center - National Learning Collaborative for Trauma Recovery Centers
14 (TRC’s),” for the period of October 1, 2021, through September 30, 2022; and

15 WHEREAS, This grant will support the Trauma Recovery Center (TRC) to provide
16 technical assistance to TRCs across the country; and

17 WHEREAS, TRCs deliver violent crime survivors access to quality and comprehensive
18 trauma informed care; 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 memorandum of understanding on December 14, 2021, for a project start date of October
22 1, 2021; and

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

25

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

3 FURTHER RESOLVED, That DPH is hereby authorized to accept and expend a grant
4 in the amount of \$135,000 from the ASJ through SFGHF; and, be it

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

7 FURTHER RESOLVED, That the Director of Health is retroactively authorized to enter
8 into the memorandum of understanding on behalf of the City.

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1 Recommended:
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3 _____ /s/ _____

Approved: _____ /s/ _____
Mayor

4 Dr. Grant Colfax
5 Director of Health

Approved: _____ /s/ _____
Controller

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File Number: 220271
(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: **Trauma Recovery Center – National Learning Collaborative for Trauma Recovery Centers (TRC’s)**

2. Department: **Department of Public Health
Zuckerberg San Francisco General Hospital
Department of Psychiatry**

3. Contact Person: **Kathy Ballou** Telephone: **415.378.9812**

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for:

\$135,000

6a. Matching Funds Required: **N.A.**

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

7a. Grant Source Agency: **Alliance and Safety Justice**

b. Grant Pass-Through Agency (if applicable): **San Francisco General Hospital Foundation (SFGHF)**

8. Proposed Grant Project Summary: **Grant will support the Trauma Recovery Center to provide Technical Assistance to Trauma Recovery Centers across the country to deliver violent crime survivors access to quality and comprehensive trauma informed care.**

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

Start-Date: **October 1, 2021** End-Date: **September 30, 2022**

10a. Amount budgeted for contractual services: **\$135,000**

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? **One-time**

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

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

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

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **5% of Direct Costs.**

12. Any other significant grant requirements or comments:

We respectfully retroactively request the approval to accept and expend these funds starting October 1, 2021. The Department received the letter of funding on December 14, 2021. This grant does not require an ASO amendment.

Fund	21132
Dept.	251667
Authority	10001
Contract ID	CTR00002860
Project Desc	HG TRC- Natnl Lrng for TraumaR
Project	10038557
Activity	0001

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" 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)

(Title)

Date Reviewed: 2/14/2022 | 4:25 PM PST

DocuSigned by:
Toni Rucker
704292F7331F44U
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 2/17/2022 | 9:31 AM PST

DocuSigned by:
Greg Wagner
30227524732848F
(Signature Required)
Greg Wagner, COO for

ASJ CENTER BUDGET - revised 1.26.2022
Technical Assistance Budget Request - PROPOSED BUDGET
TRAUMA RECOVERY CENTER
October 1, 2021 - September 30, 2022

POSITION	135k
<u>STAFF (FIXED)</u>	
Analyst IV (Wiggall)	\$58,782.86
Analyst II (Vang)	\$0.00
Admin Asst. (Rees)	\$0.00
	\$58,783.00
<u>Academic (Recalled)</u>	
Director Special Programs (Boccellari)	\$18,744.00
	\$18,744.00
TOTAL SALARIES	\$77,527.00
TOTAL BEN.	\$27,898.00
TOTAL SALARY + BENEFITS	\$105,425.00
<u>OPERATING</u>	
Consultant Fee - Biden	\$29,575.00
Trainers	\$0.00
Office Supplies, Postage	\$0.00
NATRC Website Maintenance	\$0.00
Network Recharge	\$0.00
Computing Support Svcs	\$0.00
GAEI	\$0.00
Operating	\$29,575.00
Total Operating	\$29,575.00
Grand Total	\$135,000.00

San Francisco Department of Public Health (SFDPH)
Zuckerberg San Francisco General Hospital
Department of Psychiatry
Trauma Recovery Center – National Learning Collaborative for Trauma Recovery Centers
(TRC's)

BUDGET JUSTIFICATION
October 1, 2021 to September 30, 2022

A.	PERSONNEL	
B.	MANDATORY FRINGE	
	Total Salaries	\$0
	Total Fringe	\$0
	TOTAL PERSONNEL:	\$0
C.	TRAVEL	\$0
D.	EQUIPMENT	\$0
E.	SUPPLIES	\$0
F.	CONTRACTUAL	\$135,000
	Staff:	\$105,425
	Consultant:	\$ 29,575
G.	OTHER	\$0
	TOTAL DIRECT COSTS	\$135,000
H.	INDIRECT COSTS (9.8% of total direct costs)	\$0
	TOTAL BUDGET:	\$135,000



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

Zuckerberg San Francisco General Hospital & Trauma Center

Memorandum of Understanding

This Memorandum of Understanding (MOU) between San Francisco General Hospital Foundation herein after called "Foundation" and Zuckerberg San Francisco General Hospital is made and entered into as of January 5, 2021:

PURPOSE AND SCOPE

The Purpose of this MOU is to identify the roles and responsibilities of each party as they relate to the disbursement of funds for expenses incurred in carrying out the purpose of the:

Trauma Recovery Center – National Learning Collaborative for TRC's

The funds for which were received by the Foundation from the Alliance and Safety Justice.

MOU TERMS

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The expected timeframe of the **Trauma Recovery Center – National Learning Collaborative for TRC's** begins October 1, 2021 and ends September 30, 2022.

PROGRAM RESPONSIBILITIES UNDER THIS MOU

This grant is to support the Trauma Recovery Center provide technical assistance to new trauma recovery centers across the country to deliver violent crime survivors access to quality and comprehensive trauma informed care.

The project lead for this grant is Dr. Alicia Boccellari.



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

ASJ CENTER BUDGET - revised 1.26.2022
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NATRC Website Maintenance	\$0.00
Network Recharge	\$0.00
Computing Support Svcs	\$0.00
GAEL	\$0.00
Operating	\$29,575.00
Total Operating	\$29,575.00
Grand Total	
	\$135,000.00

Expenses allowed are up to the maximum spend not to exceed the amounts in \$135,000.

ZSFG shall comply with the Foundation Disbursement Request Policies and Procedures (Exhibit A), namely, provide adequate payroll records documenting the personnel expenses and final purchased invoices/receipts. Any exceptions to the disbursement request procedures, including requests for advance payments, must be requested in advance and agreed upon in writing by the Foundation.



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

MODIFICATION AND TERMINATION

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

This agreement may be terminated with or without cause by either party upon 30 days prior written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

Either party may terminate this agreement immediately on written notice if the other party has committed a material breach of this MOU and has not cured the breach within thirty (30) days after receiving written notice of the breach by the non-breaching party, or the parties cannot reach an agreement to amend this MOU.

If the budget covered under this agreement does not have sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Foundation shall have no liability to pay any funds whatsoever to ZSFG and ZSFG shall not be obligated to perform any provisions for which they are not reimbursed.

CONTACT INFORMATION

All notices hereunder shall be in writing, personally delivered, sent by certified mail, return receipt requested, addressed to the other party as follows:

Gerry Chow
Chief Financial Officer
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028
San Francisco, CA 94110



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

SIGNATURE

Kim Meredith

Date: 01.19.2022

Kim Meredith
Chief Executive Officer
San Francisco General Hospital Foundation
2789 25th Street, Suite 2028
San Francisco, CA 94110

DocuSigned by:
Susan Ehrlich
4FFA51F30ABA481...

01/23/2022 | 11:33 AM PST
Date: _____

ZSFG Authorized Signer

Susan Ehrlich
Chief Executive Officer
Zuckerberg San Francisco General Hospital



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION



SAN FRANCISCO
GENERAL HOSPITAL
FOUNDATION

EXHIBIT A

Disbursement Request Policy and Procedure

For each disbursement requested, a disbursement request form must be completed and authorized by the individual named on the Establishment of Restricted Funds document. Valid documents, such as vendor invoices, receipts, * payroll reports etc., verifying the expense, must be submitted along with the disbursement request form.

The cost categories allowed for use in identifying expenses are as follows:

Salaries & benefits**Acc#	7500	Equipment/Remodeling	7530
Consultants	7510	Permits/Fees/Inspection	7532
Graphic Design	7511	Meals/Refreshment	7540
Translation Services	7512	Transportation & Lodging	7560
Supplies	7520	Conference & Training Fee	7570
Incentives	7521	Patient Assistance	7580
Stipend	7522	Other (please specify):	7590
Printing	7523		
Software	7524		

*Reimbursements: the receipt must show the following information: name of the person who paid it, item purchased, amount and date of purchase. Estimates are not accepted.

**Salaries and benefits: the report provided as part of the disbursement request must clearly list the name of the individual, the period or periods covered. The compensation and benefit amounts must be also listed separately.

*The Foundation recommends submitting authorized disbursement requests within 30 days of date of expenditure. All expenses must be submitted on or before July 15th in order to close the June 30 fiscal year. **Expenses that do not fall within the open fiscal year will not be reimbursed.***

The disbursement form can be submitted several ways:

1. Email to accounting@sfgfhf.org
2. Interoffice mail
3. Dropped off at Foundation office location
4. Mailed to PO Box 410836, SF CA 94141.

Once the completed form is received, the disbursement check will be issued within 5 to 10 business days.



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Dr. Grant Colfax
Director of Health
DATE: 2/17/2022
SUBJECT: Grant Accept and Expend
GRANT TITLE: Accept and Expend Grant – Trauma Recovery Center -
National Learning Collaborative for Trauma Recovery
Centers (TRC's) - \$135,000

Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes

No