

## Wong, Greg (DPH)

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**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](mailto:pbrewer@cdc.gov) | 770-488-3185 office  
Telework: Tuesday and Friday



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

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**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](mailto:jocelyn.highsmith@sfdph.org)  
C:415-662-0365

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

**To:** Brewer, Portia (CDC/OCOO/OFR/OGS) <[yfa2@cdc.gov](mailto: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](mailto:jocelyn.highsmith@sfdph.org)

C:415-662-0365

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

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

**To:** Highsmith, Jocelyn (DPH) <[jocelyn.highsmith@sfdph.org](mailto: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**

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

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

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

**To:** Brewer, Portia (CDC/OCOO/OFR/OGS) <[yfa2@cdc.gov](mailto: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?

<b>33. Approved Budget</b> <b>(Excludes Direct Assistance)</b>	
<b>I. Financial Assistance from the Federal Awarding Agency Only</b>	
<b>II. Total project costs including grant funds and all other financial participation</b>	
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
<b>j. TOTAL DIRECT COSTS</b>	<b>\$3,244,874.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$208,290.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$3,453,164.00</b>
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](mailto:yfa2@cdc.gov)>

**Sent:** Tuesday, May 10, 2022 8:00 AM

**To:** Highsmith, Jocelyn (DPH) <[jocelyn.highsmith@sfdph.org](mailto: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
<b>Total</b>	<b>\$120,530</b>

Respectfully,

**Portia R. Brewer, MBA**

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**From:** Highsmith, Jocelyn (DPH) <[jocelyn.highsmith@sfdph.org](mailto:jocelyn.highsmith@sfdph.org)>  
**Sent:** Thursday, May 5, 2022 11:52 AM  
**To:** Brewer, Portia (CDC/OCOO/OFR/OGS) <[yfa2@cdc.gov](mailto: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](mailto:jocelyn.highsmith@sfdph.org)  
C:415-662-0365

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**From:** Brewer, Portia (CDC/OCOO/OFR/OGS) <[yfa2@cdc.gov](mailto:yfa2@cdc.gov)>  
**Sent:** Tuesday, March 8, 2022 4:49 AM  
**To:** Highsmith, Jocelyn (DPH) <[jocelyn.highsmith@sfdph.org](mailto: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**

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