



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.

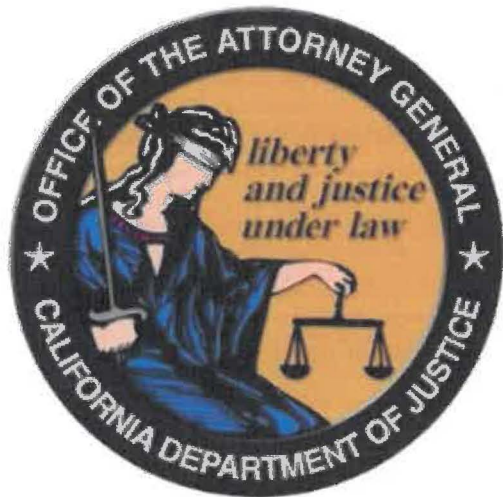
Without the DOJ funding, SFDPH-EHB will not be able to conduct these activities, nor our core program functions, including conducting compliance inspections of all retail tobacco establishments, processing tobacco permit applications, processing permit denial appeals, or taking enforcement action against 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)

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**PROGRAM CONTACT:**

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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:

*For*

**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"> <li>• Reduce the number of retail tobacco products establishments,</li> <li>• Remove flavored tobacco products, including menthol, from all retail establishments,</li> <li>• Prevent the sales of tobacco products without FDA approval;</li> <li>• Prevent the shipment of flavored and unapproved FDA tobacco products within the City and County of San Francisco; and</li> <li>• Prevent tobacco products sales to Minors.</li> </ul> <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 public's 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"> <li>• Develop an on-line tobacco use intervention and prevention education program;</li> <li>• 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</li> <li>• 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.</li> </ul> <p>[Grant Funds support Objectives 1, 2 &amp; 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 SFDPH 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 SFDPH 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, SFDPH will train and supervise 2 interns to monitor up to 400 on-line retailers for illegal sales. SFDPH 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, SFDPH 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 SFDPH to determine where to focus staff compliance inspections or other SF support or services.</p> <p>[Grant Funds support Objectives 1, 2 3 &amp; 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"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Research and expand mitigation strategies to foster education and partnership; and result in no repeat violations.</li> <li>• 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).</li> <li>• Develop and report all sales to persons 21 years of age on an interactive web-based SF Tobacco Permit Map accessible to the public.</li> </ul> <p>[Grant Funds support Objectives 1, 2 &amp; 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 &amp; 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 <a href="http://oag.ca.gov/tobaccogrants">http://oag.ca.gov/tobaccogrants</a> . 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 <a href="http://oag.ca.gov/tobaccogrants">http://oag.ca.gov/tobaccogrants</a> . 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;"><b><u>Operating Expenses - Other Expenses</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Resource Coordinator (SFUSD) (1.0FTE)</b> - 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.</li> <li>2. <b>Youthworks Interns</b> - 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.</li> <li>3. <b>SF Community-based Organization (CBO)</b> - 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.</li> <li>4. <b>SF Public Health Foundation (SFPHF)</b> - 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.</li> </ol>

<p>Budget Narrative</p>	<ol style="list-style-type: none"> <li>5. <b>Mifi Plan</b> - 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.</li> <li>6. <b>Tablets</b> 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.</li> <li>7. <b>Data cloud storage</b> is required for the data collected through the annual compliance checks and other monitoring data.</li> <li>8. <b>Printed Materials</b> - SF Reproduction printing costs for SFMTA Muni Bus posters, inspection reports, educational materials, training materials/handouts.</li> <li>9. <b>Rent</b> – 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. <a href="http://49SVN.sfgov.org">http://49SVN.sfgov.org</a>. The budget detail is prorated by number of program staff and percent allocation to grant activities.</li> <li>10. <b>Translation services</b> - 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.</li> <li>11. <b>Police Contract + Youth Decoy</b> – 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.</li> <li>12. <b>The City Attorney</b> – 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.</li> <li>13. <b>Administrative Law Judge (ALJ)</b> – 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.</li> </ol>
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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	\$ -
<b>SUBTOTAL</b>		\$ 29,049	\$ 60,129	\$ 463,497	\$ -

**Overtime**

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

**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	\$ -
<b>SUBTOTAL</b>		\$ 13,072	\$ 27,058	\$ 208,573	\$ -
<b>TOTAL PERSONAL SERVICES</b>		\$ 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
					\$ -
		\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>		\$ -	\$ -	\$ -	\$ -

**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	\$ -
<b>SUBTOTAL</b>		\$ 79,589	\$ 376,680	\$ 438,393	\$ -
<b>Travel Expenses/Registration Fees*</b>					
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	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>		\$ 1,176	\$ 7,056	\$ 15,776	\$ -
<b>TOTAL OPERATING EXPENSES AND EQUIPMENT</b>		\$ 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	\$ -
		\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ 6,144	\$ 23,546	\$ 56,312	\$ -

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

**TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL**

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