

File No. 211264

Committee Item No. 6

Board Item No. 2

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 26, 2022

Board of Supervisors Meeting Date February 8, 2022

#### Cmte Board

- Motion
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- 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
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- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

- DPH Presentation 1/26/2022
- DPH Explanation on Retroactivity
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Brent Jalipa Date January 19, 2022

Completed by: Brent Jalipa Date January 28, 2022

1 [Accept and Expend Grant and Amend the Annual Salary Ordinance - Retroactive - Centers  
2 for Disease Control and Prevention - Strengthening Sexually Transmitted Disease Prevention  
and Control for Health Departments - \$3,390,998]

3  
4 **Ordinance retroactively authorizing the Department of Public Health to accept and**  
5 **expend a grant increase in the amount of \$2,246,359 for a total amount of \$3,390,998**  
6 **from the Centers for Disease Control and Prevention for participation in a program,**  
7 **entitled “Strengthening Sexually Transmitted Disease Prevention and Control for**  
8 **Health Departments (Sexually Transmitted Disease Prevention and Control for Health**  
9 **Departments),” for the period of January 1, 2021, through December 31, 2021; and**  
10 **amending Ordinance No. 166-20 (Annual Salary Ordinance File No. 200568 for Fiscal**  
11 **Years 2020-2021 and 2021-2022) to provide for the addition of eight grant-funded full-**  
12 **time positions in Class 0922 Manager I (1.0 FTE), Class 2593 Health Program**  
13 **Coordinator III (3.0 FTE), 2232 Senior Physician Specialist (1.0 FTE), Class 2803**  
14 **Epidemiologist II (1.0 FTE), and 2119 Health Care Analyst (2.0 FTE).**

15  
16 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
17 **Additions to Codes** are in *single-underline italics Times New Roman font*.  
18 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.  
19 **Board amendment additions** are in double-underlined Arial font.  
**Board amendment deletions** are in ~~strikethrough Arial font~~.  
**Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
subsections or parts of tables.

20 Be it ordained by the People of the City and County of San Francisco:

21  
22 **Section 1. Findings.**

23 (a) The Department of Public Health (DPH) was awarded three million, three hundred  
24 and ninety thousand, nine hundred and ninety-eight dollars (\$3,390,998) by the Centers for  
25

1 Disease Control and Prevention (CDC) for participation in a program, entitled “Strengthening  
2 Sexually Transmitted Disease Prevention and Control for Health Departments (STD PCHD).”

3 (b) The award period is from January 1, 2021, through December 31, 2021.  
4

5 **Section 2. Authorization to Accept and Expend Grant Funds.**

6 (a) The Board of Supervisors hereby authorizes DPH to retroactively accept and  
7 expend, on behalf of the City and County of San Francisco, CDC grant funds in the amount of  
8 \$3,390,998 to: 1) support disease investigation for Coronavirus (COVID-19) and other  
9 infectious diseases in alignment with the four goals of this funding: conduct disease  
10 investigation, outbreak response, linkage to prevention and treatment, and case management  
11 and oversight; 2) expand the existing Disease Intervention Specialist (DIS) workforce by hiring  
12 more DIS and workforce support staff, with an emphasis around diversity, equity and inclusion  
13 practices; 3) create a new fellowship pathway program called the DIS Rapid Response  
14 Reserve for Accelerated Disease Response (RADR) focused on enhancing our ability to  
15 respond to outbreaks in a flexible, experienced and urgent manner; and 4) improve the data  
16 management/informatics tools and resources available to the DIS workforce and support staff.

17 (b) The DPH budget includes a provision for indirect costs in the amount of \$75,390.  
18

19 **Section 3. Grant funded positions; Amendment to Fiscal Years 2020-2021 and**  
20 **2021-2022 Annual Salary Ordinance**

21 The hereinafter designated sections and items of Ordinance No. 166-20 (Annual Salary  
22 Ordinance File No. 200568 for FYs 2020-2021 and 2021-2022) are hereby amended to add  
23 eight (8) full-time positions (8.0 FTE) in the Department of Public Health as follows:  
24  
25

1 Department: DPH (251974) Department of Public Health  
 2 Program: Strengthening STD Prevention and Control for Health Departments (STD  
 3 PCHD)  
 4 Fund: 11580

Amendment	No. of Positions	Class	Compensation Schedule	Department
Add in FY 20-21	0.50 FTE	0922 Manager I	\$5,321 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	0922 Manager I	\$5,674 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2593 Health Program Coordinator III	\$4,566 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2593 Health Program Coordinator III	\$4,868 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2593 Health Program Coordinator III	\$4,566 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2593 Health Program Coordinator III	\$4,868 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2593 Health Program Coordinator III	\$4,566 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2593 Health Program Coordinator III	\$4,868 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2232 Senior Physician Specialist	\$10,599 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2232 Senior Physician Specialist	\$11,301 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2803 Epidemiologist II	\$4,633 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2803 Epidemiologist II	\$4940 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2119 Health Care Analyst	\$4,002 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2119 Health Care Analyst	\$4,267 Biweekly	Department of Public Health
Add in FY 20-21	0.50 FTE	2119 Health Care Analyst	\$4,002 Biweekly	Department of Public Health
Add in FY 21-22	0.50 FTE	2119 Health Care Analyst	\$4,267 Biweekly	Department of Public Health

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APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

By: /s/ \_\_\_\_\_  
Louise S. Simpson  
Deputy City Attorney

By: /s/ \_\_\_\_\_  
Carol Isen  
Human Resources Director

APPROVED: /s/ \_\_\_\_\_  
Mayor's Office

APPROVED: /s/ \_\_\_\_\_  
Ben Rosenfield  
Controller

Recommended:

/s/ \_\_\_\_\_  
Dr. Grant Colfax  
Director of Health

n:\legana\as2021\2100302\01554066.docx

**File Number:** 211264  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Strengthening STD Prevention and Control for Health Departments (STD PCHD)**

2. Department: **Department of Public Health, Population Health Division**

3. Contact Person: **Susan Philip** Telephone: **628-206-7638**

4. Grant Approval Status (check one):

Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$3,390,998**

6. a. Matching Funds Required: **\$0**  
b. Source(s) of matching funds (if applicable): **N.A.**

7. a. Grant Source Agency: **Centers for Disease Control and Prevention**  
b. Grant Pass-Through Agency (if applicable): **N.A.**

8. Proposed Grant Project Summary: **SFDPH will use the PCHD supplemental funding to support disease investigation for COVID-19 and other infectious diseases in alignment with the four goals of this funding; i. conduct disease investigation, ii. outbreak response, iii. linkage to prevention and treatment and iv. case management and oversight. SFDPH aims to expand the existing DIS workforce by hiring more DIS and workforce support staff, with an emphasis around diversity, equity and inclusion practices. We will also create a new fellowship pathway program for DIS called the DIS Rapid Response Reserve for Accelerated Disease Response (RADR) focused on enhancing our ability to respond to outbreaks in a flexible, experienced and urgent manner. Training and skill building of this workforce is another critical component. In writing the Work plan for these funds, we surveyed 30 DIS and workforce support staff and developed a list of specific training needs related to organizational skills, communication, supervision, leadership and time management. Monitoring and evaluation will be implemented to ensure quality assurance and improvement processes. Additionally, funds will be used for consultation around improving the data management/informatics tools and resources available to the DIS workforce and support staff.**

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

Start-Date: **01/01/2021** End-Date: **12/31/2021**

## 10. Number of new positions created and funded:

Role	Position
Program Manager	1.0 FTE PCS 922
Lincs Manager	1.0 FTE PCS 2593
Medical Director	1.0 FTE PCS 2232
Health Program Coordinator III	2.0 FTE PCS 2593
Epidemiologist II	1.0 FTE PCS 2803
Health Care Analysts	2.0 FTE PCS 2119

## 11. Explain the disposition of employees once the grant ends?

**If the grant is not renewed after 5 years, we would look for other grant funding. If there is not other grant funding available, and if the resources are still needed to support core disease intervention work, we would consider a request for backfill. If the policy is not to backfill, then the PCS employees would be reassigned to vacancies throughout DPH or terminated.**

12. a. Amount budgeted for contractual services: **\$1,242,812**

b. Will contractual services be put out to bid? **No, we will amend the existing Heluna Health contract for PCHD if it is allowed. For the IT consultant, we will pick one of the existing TOP contracts.**

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? **\$ \$429,119 is an ongoing need to fund Heluna positions, \$1,242,812 is only for the first year.**

## 13. a. Does the budget include indirect costs?

Yes       No

b. 1. If yes, how much? **\$75,390**

b. 2. How was the amount calculated? **4.4% of Personnel Cost**

c. 1. If no, why are indirect costs not included? **N.A.**

Not allowed by granting agency       To maximize use of grant funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? **N.A.**

## 14. Any other significant grant requirements or comments:

**We respectfully request for approval to accept and expend these funds retroactive to January 01, 2021. The Department received the subaward agreement on June 21, 2021.**

**Project Description: HD STD PD16 2021 Std Prevention**

**Proposal ID: CTR00001475**

**Version ID: V101**

**Project ID: 10035482**

**Department ID: 251974**

**\*\*Disability Access Checklist\*\***

15. 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)           |  |

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

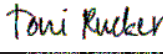
Toni Rucker, PhD

(Name)

DPH ADA Coordinator

(Title)

Date Reviewed: 11/10/2021 | 12:12 PM PST

DocuSigned by:  
  
784282F7333F41D  
 (Signature Required)

Overall Department Head or Designee Approval:

Dr. Grant Colfax

(Name)

Director of Health

(Title)

Date Reviewed: 11/12/2021 | 4:54 PM PST

DocuSigned by:  
  
2022524752248F  
 (Signature Required)

Greg Wagner, COO for



## Table Of Contents

Applicant: San Francisco Department of Public Health  
Application Number: (To be assigned)  
Project Title: Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Status: Work In Progress (Post Award)

**Please verify if all attachments in the application package appear as expected.**

Online Forms

Grant Announcement

Additional Information to be Submitted

1. SF-424 Application for Federal Assistance Version 2
2. SF-424A Budget Information - Non-Construction
3. Project Abstract Summary
4. Application Upload
  - (Upload #1): PCHD Supplemental DIS Budget Narrative Yr1
  - (Upload #2): PCHD Supplemental DIS Work Plan Yr1
5. Miscellaneous

Note: Upload document(s) printed in order after online forms.

## Disclosures

It appears that all attachments in the application have been processed correctly. Please review the application to ensure that the attached files display correctly as uploaded.

**Application for Federal Assistance SF-424**

Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input type="radio"/> New <input type="radio"/> Continuation <input checked="" type="radio"/> Revision	* If Revision, select appropriate letter(s): Increase Award * Other (Specify)
---	---	---

* 3. Date Received:	4. Applicant Identifier:
---------------------	--------------------------

5a. Federal Entity Identifier:	* 5b. Federal Award Identifier: NH25PS005141
--------------------------------	---

**State Use Only:**

6. Date Received by State:	7. State Application Identifier:
----------------------------	----------------------------------

**8. APPLICANT INFORMATION:**

* a. Legal Name: San Francisco Department of Public Health
--

* b. Employer/Taxpayer Identification Number (EIN/TIN): 1946000417A8	* c. Organizational DUNS: 103717336
---	--

**d. Address:**

* Street1:	101 Grove St
Street2:	
* City:	San Francisco
County:	
* State:	California
Province:	
* Country:	UNITED STATES
* Zip / Postal Code:	94102-4505

**e. Organizational Unit:**

Department Name:	Division Name:
------------------	----------------

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Dr.	* First Name: Susan
Middle Name:	
* Last Name: Philip	
Suffix:	

Title: Health Officer
-----------------------

Organizational Affiliation:
-----------------------------

* Telephone Number: 415-554-2898	Fax Number:
----------------------------------	-------------

* Email: susan.philip@sfdph.org
---------------------------------

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

CDC-National Center for HIV/AIDS, Viral Hepa

**11. Catalog of Federal Domestic Assistance Number:**

93.977

CFDA Title:

Preventive Health Services\_ Sexually Transmitted Diseases Control Grants

**\* 12. Funding Opportunity Number:**

Not Applicable

\* Title:

Not Applicable

**13. Competition Identification Number:**

Not Applicable

Title:

Not Applicable

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

See attached file: 1235-City and County of San Francisco.docx; Mime Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document; Location: 1099596.SF424\_2\_1\_P2.optionalFile1;

**\* 15. Descriptive Title of Applicant's Project:**

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2246359"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="0"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="2246359"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**BUDGET INFORMATION - Non-Construction Programs****SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PS19-1901.NH25 Strengtl	93.977			\$2,246,359.00		\$2,246,359.00
2. PS19-1901.NH25 Strengtl						
3. PS19-1901.NH25 Strengtl						
4. PS19-1901.NH25 Strengtl						
5. Totals				\$2,246,359.00		\$2,246,359.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) PS19-1901.NH25 Strengtl	(2) PS19-1901.NH25 Strengtl	(3) iing STD Prevention and Co	(4) ng STD Prevention and C	
a. Personnel	\$589,389.00				\$589,389.00
b. Fringe Benefits	\$235,756.00				\$235,756.00
c. Travel	\$11,700.00				\$11,700.00
d. Equipment					
e. Supplies	\$26,336.00				\$26,336.00
f. Contractual	\$1,059,542.00				\$1,059,542.00
g. Construction					
h. Other	\$265,900.00				\$265,900.00
i. Total Direct Charges (sum of 6a-6h)	\$2,188,623.00				\$2,188,623.00
j. Indirect Charges	\$57,736.00				\$57,736.00
k. TOTALS (sum of 6i and 6j)	\$2,246,359.00				\$2,246,359.00

7. Program Income					
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Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8 PS19-1901.NH25 Strengthening STD Prevention and Control for Health Departu				
9. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
10. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Departu				
11. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Departu				
12. TOTAL (sum of lines 8-11)				

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$2,246,359.00	\$561,589.75	\$561,589.75	\$561,589.75	\$561,589.75
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$2,246,359.00	\$561,589.75	\$561,589.75	\$561,589.75	\$561,589.75

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
17. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depar				
18. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
19. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depar				
20. TOTAL (sum of lines 16-19)				

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges: \$2,188,622	22. Indirect Charges: \$57,736
23. Remarks:	



## Project Abstract Summary

**Program Announcement (CFDA)**

**\* Program Announcement (Funding Opportunity Number)**

**\* Closing Date**

**\* Applicant Name**

San Francisco Department of Public Health

**\* Length of Proposed Project**

60

**Application Control No.**

**Federal Share Requested (for each year)**

<b>* Federal Share 1st Year</b>	<b>* Federal Share 2nd Year</b>	<b>* Federal Share 3rd Year</b>
\$ 2,246,359.00	\$ 0.00	\$ 0.00
<b>* Federal Share 4th Year</b>	<b>* Federal Share 5th Year</b>	
\$ 0.00	\$ 0.00	

**Non-Federal Share Requested (for each year)**

<b>* Non-Federal Share 1st Year</b>	<b>* Non-Federal Share 2nd Year</b>	<b>* Non-Federal Share 3rd Year</b>
\$ 0.00	\$ 0.00	\$ 0.00
<b>* Non-Federal Share 4th Year</b>	<b>* Non-Federal Share 5th Year</b>	
\$ 0.00	\$ 0.00	

**\* Project Title**

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

## Project Abstract Summary

**\* Project Summary**

SFDPH will use the PCHD supplemental funding to support disease investigation for COVID-19 and other infectious diseases in alignment with the four goals of this funding; i. conduct disease investigation, ii. outbreak response, iii. linkage to prevention and treatment and iv. case management and oversight.

SFDPH aims to expand the existing DIS workforce by hiring more DIS and workforce support staff, with an emphasis around diversity, equity and inclusion practices. We will also create a new fellowship pathway program for DIS called the DIS Rapid Response Reserve for Accelerated Disease Response (RADR) focused on enhancing our ability to respond to outbreaks in a flexible, experienced and urgent manner.

Training and skill building of this workforce is another critical component. In writing the Workplan for these funds, we surveyed 30 DIS and workforce support staff and developed a list of specific training needs related to organizational skills, communication, supervision, leadership and time management. Monitoring and evaluation will be implemented to ensure quality assurance and improvement processes. Additionally, funds will be used for consultation around improving the data management/informatics tools and resources available to the DIS workforce and support staff.

**\* Estimated number of people to be served as a result of the award of this grant.**

880000

## Upload #1

Applicant: San Francisco Department of Public Health  
Application Number: (To be assigned)  
Project Title: Strengthening STD Prevention and Control for Health Departments (STD  
PCHD)  
Status: Work In Progress (Post Award)  
Document Title: PCHD Supplemental DIS Budget Narrative Yr1

**San Francisco Department of Public Health, Population Health Division  
Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Cooperative Agreement (CDC-RFA-PS19-1901)**

**Budget Justification  
January 1, 2021 - December 31, 2021**

**A. SALARIES AND WAGES**

**589,389**

<b>Position Title and Name</b>	<b>Annual Salary</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Principal Investigator S. Philip	\$ 317,590	5%	6	In Kind
Co-Principal Investigator S. Cohen	\$ 286,364	5%	6	In Kind
Co-Principal Investigator D. Sachdev	\$ 269,464	5%	6	In Kind
0922 Program Manager	\$ 150,000	100%	6	\$ 75,000
2593 LINCS Manager	\$ 126,568	100%	6	\$ 63,284
Business Analyst R. Watt	\$ 115,000	5%	6	\$ 2,875
2232 Medical Director	\$ 293,000	100%	6	\$ 146,500
2593 Health Program Coordinator III	\$ 126,568	200%	6	\$ 126,568
2803 Epidemiologist II	\$ 128,440	100%	6	\$ 64,220
2119 Health Care Analysts	\$ 110,942	200%	6	\$ 110,942
<b>Total Salaries</b>				<b>\$ 589,389</b>

**Job Description**

**1. Principal Investigator (S. Philip)**

This position is the PI for the SFDPH PHD STD PCHD Project and will work with the Project leaders to ensure that the Project meets all funding requirements, follows the standardized protocols and procedures, and adheres to CDC's Data Security and Confidentiality Guidelines. As the Director of the SFDPH Population Health Division, this position has overall oversight and responsibility for all grants awarded to the Division and for the Program's compliance with funding requirements.

**2. Co-Principal Investigator (S. Cohen)**

This position is the Co PI for the SFDPH PHD STD PCHD Project who will work with the program manager and medical director to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. They will participate/attend mandatory STD PCHD conference calls and project meetings. Dr. Cohen is the STD Controller for San Francisco and the Director of the SFDPH PHD Disease Prevention and Control Branch, which includes SF City Clinic and the disease intervention specialists. Therefore, this position will provide primary oversight and direction-setting to meet STD PCHD objectives, and is the primary liaison for developing and implementing local STD policies and guidelines.

### **3. Co-Principal Investigator (D. Sachdev)**

This position is the Co PI for the SFDPH PHD STD PCHD Project who will work with the program manager and medical director to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. This position is a Clinical Prevention Specialist and medical director of the Syphilis/HIV LINCS program, supervising the two managers of the LINCS Team; oversees development and evaluation of new tools and analytic approaches to inform case/partner prioritization and investigation requirements. This position also develops programs and oversees staff to conduct other work across the HIV/STD prevention and treatment continuum, including quality improvement efforts for STD screening in HIV care clinics, HIV care linkage and re-engagement, and public health detailing. This position provides leadership and guidance to define program evaluation questions and analyses to improve STD Program approaches and activities.

### **4. Program Manager (TBD)**

This position through ARCHES will oversee the HIV/STI program epidemiology and analyst team, including epidemiological and analyst staff working on DIS workforce outcomes and evaluation, as well as all other HIV/STI program grant writing and reporting. Responsible for hiring, training and supervision of Epidemiologist II position. Will also coordinate and collaborate with the Health Program Coordinator III responsible for cross-DIS performance improvement within the new reserve for accelerated disease response (RADR) group.

### **5. LINCS Manager (TBD)**

This position provides oversight and management under direction of the Medical Director to the LINCS program, which provides comprehensive sexual health services, partner services, and linkage to care and treatment to people diagnosed with sexually transmitted infections, including syphilis and HIV. Responsible for supervision of STI and HIV coordinators in 20+ person team of DIS and navigators focused on HIV and STI prevention at City Clinic. Supervision responsibilities also includes Health Worker Supervisors, DCI and Health Program Coordinators and supervisors.

### **6. Business Analyst (R. Watt)**

This position is responsible for providing fiscal oversight and administrative support for the Project; for negotiating and setting-up budgets; working with the local fiscal department and budget staff; and preparing budget revisions as needed. This position also ensures appropriate budget expenditures on the necessary timetable.

### **7. Medical Director (TBD)**

Responsible for formation and oversight of the new DIS reserve for accelerated disease response 'RADR' group. Will provide vision and leadership from a medical perspective to all ongoing activities related to establishing and expanding the DIS workforce, further training and skill building activities, outbreak response and monitoring and evaluating ongoing QA/QI work. Provides direct supervision to the Health Program Coordinator III responsible for overseeing the DIS Fellowship and Recruitment, the Health Program Coordinator III responsible for Cross-DIS performance improvement and coordination, and the Program Assistant.

### **8. Health Program Coordinator (TBD 2 FTE)**

- a. Oversees and leads operations related to establishing and expanding the core public health workforce as well as evaluating and continuously improving hiring, training and outbreak response efforts within the new DIS 'RADR' group. Supervises both 2119 positions and acts as a liaison with the Epidemiologist 2 position.
- b. Oversees and leads training new and existing staff in both strategic and specialized public health competencies as well as building organizational capacity for timely and effective outbreak response. Supervises 4 rotating DIS fellows.

**9. Epidemiologist (TBD)**

Supports epidemiology and surveillance needs by focusing on how to evaluate and continuously improve workforce hiring, training and outbreak response efforts. Will be responsible for defining efficiency and HR metrics and monitoring over time to assure quality assurance on the individual level and quality improvement on the systemic continuous improvement level. Responsible for organizing and facilitating big picture check-ins with stakeholders to monitor ongoing work. Position will report to the Program Manager.

**10. Health Care Analyst (TBD 2 FTE)**

Support LEAN QI/QC/PI activities of DIS across DPC, as core members of the reserve for accelerated disease response 'RADR' group. Provide support to Health Program Coordinator III responsible for cross-DIS performance improvement and will work closely in collaboration with the Program Manager and Epidemiologist II within STD on helping to define and monitor a realistic DIS workload, defining and monitoring metrics, developing a DIS training evaluation plan and participating in periodic big picture monitoring and evaluation check-ins to review outbreak response and DIS workforce.

**B. MANDATORY FRINGES (40% x salaries)**

**235,756**

This is based on actual fringes for each employee, which average 40% of salaries.

**C. TRAVEL**

**11,700**

**Out of State Travel**

Funds are requested to support the cost of out-of-state travel by project staff to attend any program specific meetings and or conferences.

**Meetings or Conferences 2021 (4 staff)**

4 x \$850 r/t airfare =	\$3,400
4 x 5 nights lodging x \$250/day =	\$5,000
5 x \$200 Ground transportation =	\$1,000
4 x \$575 Registration =	<u>\$2,300</u>
Total	<b>\$11,700</b>

**D. EQUIPMENT**

-

**E. SUPPLIES**

**26,336**

Funds will be used to cover the cost of computers, software, and supplies for staff as well as costs associated with outreach and testing. This includes but is not limited to IT equipment and software, office supplies, printing costs, test kits and phlebotomy supply costs. Costs estimated as follows

8 computers and software x \$2500= \$20,000 and approximately \$88 x 12 staff x 6 months = \$6,336

1,059,542

**F. CONSULTANTS/SUBCONTRACTORS**

Consultant	Total
Heluna Health	\$ 819,542
IT Informatics Consultant	\$ 240,000
	<b>\$ 1,059,542</b>

**Name of Organization:** Public Health Foundation Enterprises, Inc (PHFE) dba Heluna Health

**Method of Selection:** RFQ 36-2017

**Period of Performance:** 1/1/21-12/31/21

**Total Contract Amount:** \$ 819,542

**Method of Evaluation:** Quarterly Reports/Regular Meetings

**Scope of Work:** Funds are requested to continue to support a contract with Heluna Health to act as a fiscal agent for the purpose of hiring culturally appropriate staff to perform syphilis and HIV case management, partner services and HIV linkage to care activities for high risk populations in San Francisco.

**SALARIES AND BENEFITS**

Position Title and Name	Annual Salary	Time	Months	Amount Requested
DIS Fellows	\$ 70,000	400%	6	\$ 140,000
Program Assistant	\$ 60,000	100%	6	\$ 30,000
Program Administrator	\$ 80,000	10%	6	\$ 4,000
<b>Total Salaries</b>				<b>\$ 174,000</b>

**DIS Fellows (4 FTE)**

These fellowship positions will learn to investigate cases and outbreaks of communicable and other diseases, under the mentorship and training of DIS staff operating in the office and the field. The fellowship program will train staff to collect, interpret and record information about patients and their contacts through shadowing of DIS. Fellows will have the opportunity to rotate into RADR for a 3-6 month time period where they will learn new skills, conduct tabletop outbreak simulation exercises, further enhance and refine training materials, and learn about other disease areas, to develop innovative ideas for the DIS workforce overall.

**Program Assistant**

This position will directly support the DIS workforce and Disease Prevention and Control. They will provide direct administrative support to the Medical Director and Health Program Coordinators overseeing the DIS fellowship, recruitment and cross-DIS performance improvement. Duties will include, but not be limited to front desk duties, providing direct and general administrative support, assisting with program review and management, conducting background research as needed, assisting with preparation of materials, event planning and preparation, communication and responding to general inquiries.

**Program Administrator**

This position is responsible for the fiscal management, policy development, and financial reporting. They develop and monitor budgets, establish contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities.

**Total Salaries 174,000**

**Fringe Benefits**

Fringe Rate is at 33.37% of salaries

**Total Fringes 58,064**

**Total Salaries and Fringes 232,064**

**OPERATING EXPENSES**

**Supplies**

**13,700**

Funds will be used to purchase computers for staff and supplies including but not limited to IT equipment, program supplies, meeting and refreshment supplies. Costs estimated as follows  
5 computers and software x \$2500= \$12,500 and approximately \$300 x 4 month for other items.

**Travel**

**1,317**

Funds will be used to pay for auto mileage and/or public transportation or ride share to perform field investigations to locate and interview persons infected with STDs, perform partner services and linkage to care. Costs estimated at approximately \$219.50 x 6 months

**Training**

**4,000**

Staff Development

Funds will be used to pay for training and professional development for staff contributing to meeting the goals of this program. Costs estimated at \$800 x 5 staff



<b>Subcontract</b>			<b>480,000</b>
<b>Consultant</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
DEI Consultant	\$ 150	\$ 1,400	\$ 210,000
Tabletop Outbreak Consultancy	\$ 210	\$ 1,000	\$ 210,000
NCS D	\$ 60,000	flat Rate	\$ 60,000
			\$ 480,000

**DEI Consultant** - Funds will be used to do a needs assessment and landscape analysis of diversity, equity and inclusion hiring and staffing practices within DPC. A consultancy will be brought in to identify the problem and do a climate assessment to inform short-term and long-term individual and institutional actions that will be built into a DEI-centered strategic plan. The consultant will serve in a coaching capacity to members of leadership and supervisors on DEI issues and will develop and deliver DEI training tailored to the specific context of the department. The consultancy will also facilitate conversations with leadership, managers, and supervisors on DEI needs by cultivating trust, encouraging self-awareness, creating space and taking risks to inform long-lasting change management on these issues.

**Tabletop Outbreak Consultancy** - Funds will be used to hire a consultancy group to help prepare DPC for future outbreaks of unknown pathogens. The consultancy group will discuss, consider and update existing emergency planning documents and organization structures with key personnel within DPC through lectures panels and general discussions. After formulating an understanding of strengths and weaknesses they will design a table-top exercise which will involve convening key emergency response personnel to discuss a simulated emergency situation. The exercise will be designed to encourage staff to filter relevant information and make key decisions. Participants will be tasked with reviewing and discussing risk communication and related actions. The tabletop exercise will help clarify roles and responsibilities and identify threat mitigation and preparedness actions specific to the DIS role within SFDPH.

**NCS D** - Funds will be allocated to NCS D for the service for 'Training Assessment and Plan Development' in Year 1. Under this service, NCS D will coordinate the development and implementation of a training needs assessment for the existing and new workforce. Following the completion of assessment implementation activities, NCS D will produce an annual training plan to guide future training plans.

<b>Total Operating Expenses</b>	<b>499,017</b>
<b>Total PHFE/Heluna Health Direct Costs</b>	<b>731,081</b>
<b>Indirect Costs</b>	<b>88,461</b>
Indirect costs are calculated at 12.1% of total modified Direct Costs.	
<b>TOTAL PHFE/HELUNA HEALTH BUDGET</b>	<b>819,542</b>

**Name of Organization:** Informatics Consultant

**Method of Selection:** RFQ 2-2020

**Period of Performance:** 1/1/21-12/31/21

**Total Contract Amount:** \$ 240,000

**Method of Evaluation:** Quarterly Reports/Regular Meetings

**Scope of Work:** Funds will be used for supplemental and additional data management/informatics work with a focus on how DIS use EPIC. The consultant will review the current state of EPIC chart review and EPIC documentation by DIS across COVID and DPC, and suggest opportunities for EPIC optimization to support DIS work. Work will also include specific EPIC build requests, so that they could be developed into SBARs and work in collaboration with the EPIC leadership team.

Consultant Type	Hourly Rate	Hours	Months	Amount Requested
Informatics Consultant	\$ 200	200.00	6	\$ 240,000
<b>Total</b>				<b>\$ 240,000</b>

**TOTAL INFORMATICS BUDGET 240,000**

**G. OTHER 265,900**

**Training 6,400**

Training and professional development for staff estimated at \$800/staff x 8 staff

**Membership 9,500**

NCSD Membership (Due Oct 1, 2021, 0.28% of total funding)

**Rent 250,000**

Funds will be used to cover the cost rent and facilities need for the entire team conducting this work. Costs are estimated based on the following  
250 sq.ft./person x 20 staff x \$6/month x 6 months= \$180,000.  
Improvements estimated at \$14/sq.ft x 250 sq.ft. x 20 staff = \$70,000

**H. TOTAL DIRECT COSTS 2,188,622**

**I. TOTAL INDIRECT COSTS 57,737**

**7% of Personnel Cost (Salaries & Fringes)**

**J. TOTAL COSTS 2,246,359**

**San Francisco Department of Public Health, Population Health Division  
Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Cooperative Agreement (CDC-RFA-PS19-1901)**

**BUDGET JUSTIFICATION  
January 1, 2021 - December 31, 2021**

Salaries.....	589,389
Fringe Benefits.....	235,756
Travel.....	11,700
Equipment.....	-
Supplies.....	26,336
Contractual.....	1,059,542
Other.....	265,900
Total Direct.....	2,188,622
Indirect Costs.....	57,737
7% of Personnel Cost (Salaries & Fringes)	
Total.....	2,246,359

## Upload #2

Applicant: San Francisco Department of Public Health  
Application Number: (To be assigned)  
Project Title: Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Status: Work In Progress (Post Award)  
Document Title: PCHD Supplemental DIS Work Plan Yr1

# STD PCHD | DIS Workforce Supplement | Work Plan

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Project Area	Project Period	Date of Submission
San Francisco	6/1/2021 - 12/31/2021	8/20/2021

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## Instructions:

Use this template to prepare your STD PCHD DIS Workforce Supplement work plan for DSTDP. Please refer to the supplemental guidance document for more information.

Please complete each tab in this workbook.

If you have questions about work plan content or level of detail to include, please contact your assigned STD PCHD Project Officer. If you need technical support with the workbook file, please contact [mwq4@cdc.gov](mailto:mwq4@cdc.gov)

---

## Notes on Data Entry:

All light yellow and beige cells are available for user input. You can type your responses directly into the yellow or beige cells, or copy and paste your responses from another document into the cells. **Press ALT+Enter to write on a new line in the same Excel cell.** Many fillable cells have data entry tips. Simply click within the cell to bring up the additional information. For optimal viewing, keep resolution to 100%.

### ***Copying Information from Microsoft Word, PDF or Excel?***

Step 1: Copy (Ctrl+C) the text you want to transfer and click in the yellow cell where you want to paste

Step 2: Click into the formula bar (fx) at the top of the screen, and paste (Ctrl+V) -OR- hit F2/double-click within the yellow cell to generate a flashing cursor, and then paste

**\*\*If the light yellow or beige cells change color after you paste, or anything else goes wrong, hit Ctrl+Z to undo your action\*\***



**Recipient Information**

**1. Recipient Name**

San Francisco Department of Public Health  
101 GROVE ST  
San Francisco Department of Public Health  
SAN FRANCISCO, CA 94102-4505  
[NO DATA]

**2. Congressional District of Recipient**

12

**3. Payment System Identifier (ID)**

1946000417A8

**4. Employer Identification Number (EIN)**

946000417

**5. Data Universal Numbering System (DUNS)**

103717336

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Dr. Susan Philip  
Acting Health Officer, City and County of San Francisco  
susan.philip@sfdph.org

**8. Authorized Official**

Maggie Han  
Deputy Director of Finance  
maggie.han@sfdph.org  
628-206-7681

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. Portia Brewer  
Grants Management Officer  
yfa2@cdc.gov  
770-488-3185

**10. Program Official Contact Information**

Ms. Britney Johnson  
mwq4@cdc.gov  
404.718.5604

**Federal Award Information**

**11. Award Number**

6 NH25PS005141-03-05

**12. Unique Federal Award Identification Number (FAIN)**

NH25PS005141

**13. Statutory Authority**

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

**14. Federal Award Project Title**

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

**15. Assistance Listing Number**

93.977

**16. Assistance Listing Program Title**

Preventive Health Services\_Sexually Transmitted Diseases Control Grants

**17. Award Action Type**

Budget Revision

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	01/01/2021	<b>- End Date</b>	12/31/2021
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$0.00
20a. Direct Cost Amount			(\$57,736.00)
20b. Indirect Cost Amount			\$57,736.00
<b>21. Authorized Carryover</b>			\$28,535.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$3,362,463.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$3,362,463.00
<b>26. Project Period Start Date</b>	01/01/2019	<b>- End Date</b>	12/31/2023
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Mr. Arthur Lusby  
Grants Management Officer, Team Lead

**30. Remarks**

Budget Revision - Approved



Recipient Information
<b>Recipient Name</b> San Francisco Department of Public Health 101 GROVE ST San Francisco Department of Public Health SAN FRANCISCO, CA 94102-4505 [NO DATA]
<b>Congressional District of Recipient</b> 12
<b>Payment Account Number and Type</b> 1946000417A8
<b>Employer Identification Number (EIN) Data</b> 946000417
<b>Universal Numbering System (DUNS)</b> 103717336
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$1,219,896.00
b. Fringe Benefits	\$487,959.00
c. Total Personnel Costs	\$1,707,855.00
d. Equipment	\$0.00
e. Supplies	\$39,813.00
f. Travel	\$31,148.00
g. Construction	\$0.00
h. Other	\$293,980.00
i. Contractual	\$1,242,812.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$3,315,608.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$75,390.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$3,390,998.00</b>
<b>m. Federal Share</b>	<b>\$3,390,998.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

34. Accounting Classification Codes					
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
1-9210840	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
1-939ZRPZ	19NH25PS005141	PS	41.51	\$0.00	75-21-0950
1-9390H67	19NH25PS005141C3	PS	41.51	\$0.00	75-X-0140
1-9390H67	19NH25PS005141C6	PS	41.51	\$0.00	75-X-0140



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH25PS005141-03-05

FAIN# NH25PS005141

Federal Award Date: 09/16/2021

**Direct Assistance**

<b>BUDGET CATEGORIES</b>	<b>PREVIOUS AMOUNT (A)</b>	<b>AMOUNT THIS ACTION (B)</b>	<b>TOTAL (A + B)</b>
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



# AWARD ATTACHMENTS

San Francisco Department of Public Health

6 NH25PS005141-03-05

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1. Revised Terms

**Notice of Funding Opportunity (NOFO): PS19-1901**  
**Award Number: 6 NH25PS005141-03-05**

<b>AWARD INFORMATION</b>
--------------------------

**Approved Revised Budget:** This amendment also approves the budget revision of supplemental funds as requested in your submission on **August 20, 2021**. These funds have been approved by cost categories as follows:

<b>Salaries</b>	<b>\$589,389</b>
<b>Fringe Benefits</b>	<b>\$235,756</b>
<b>Travel</b>	<b>\$11,700</b>
<b>Supplies</b>	<b>\$26,336</b>
<b>Contractual</b>	<b>\$1,059,542</b>
<b>Other</b>	<b>\$265,900</b>
<b>Indirect</b>	<b>\$57,736</b>
<b>Total Approved Budget</b>	<b>\$2,246,359</b>

**Programmatic Restriction:** The application has been reviewed and approved for \$2,246,359 of that amount **\$69,500** is restricted pending submission of a “Release of Restriction amendment”, to include clarifications, an itemized breakdown of all contractual costs, adequate justification, and contractual elements. The following cost categories requires itemization:

**Contractual -Heluna Health (\$60,000)**

**Other -NCSD Membership Dues (\$9,500) Restricted until an allowable and reasonable cost determinations have been made by CDC.**

**The recipient must notify CDC upon hire of vacant positions via grant note.**

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

Please be advised that recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to their cooperative agreement are allowable, allocable, necessary and reasonable.

**Office of Grants Services Contact:**  
Portia R. Brewer, MBA  
Grants Management Specialist  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Email: pbrewer@cdc.gov

Telephone: (770) 488-3185

**PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE**



**Recipient Information**

**1. Recipient Name**

San Francisco Department of Public Health  
101 GROVE ST  
San Francisco Department of Public Health  
SAN FRANCISCO, CA 94102-4505  
[NO DATA]

**2. Congressional District of Recipient**

12

**3. Payment System Identifier (ID)**

1946000417A8

**4. Employer Identification Number (EIN)**

946000417

**5. Data Universal Numbering System (DUNS)**

103717336

**6. Recipient's Unique Entity Identifier**

**7. Project Director or Principal Investigator**

Ms. Susan Philip  
susan.philip@sfdph.org  
415-355-2007

**8. Authorized Official**

Maggie Han  
Deputy Director of Finance  
maggie.han@sfdph.org  
628-206-7681

**Federal Agency Information**

CDC Office of Financial Resources

**9. Awarding Agency Contact Information**

Ms. Portia Brewer  
Grants Management Officer  
yfa2@cdc.gov  
770-488-3185

**10. Program Official Contact Information**

Ms. Britney Johnson  
mwq4@cdc.gov  
404.718.5604

**Federal Award Information**

**11. Award Number**

6 NH25PS005141-03-03

**12. Unique Federal Award Identification Number (FAIN)**

NH25PS005141

**13. Statutory Authority**

This Program is authorized under section 318 of the Public Health Service Act (42 U.S.C. Section 247c, as amended)

**14. Federal Award Project Title**

Strengthening STD Prevention and Control for Health Departments (STD PCHD)

**15. Assistance Listing Number**

93.977

**16. Assistance Listing Program Title**

Preventive Health Services\_Sexually Transmitted Diseases Control Grants

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

<b>19. Budget Period Start Date</b>	01/01/2021	<b>- End Date</b>	12/31/2021
<b>20. Total Amount of Federal Funds Obligated by this Action</b>			\$2,246,359.00
20a. Direct Cost Amount			\$2,246,359.00
20b. Indirect Cost Amount			\$0.00
<b>21. Authorized Carryover</b>			\$28,535.00
<b>22. Offset</b>			\$0.00
<b>23. Total Amount of Federal Funds Obligated this budget period</b>			\$1,116,104.00
<b>24. Total Approved Cost Sharing or Matching, where applicable</b>			\$0.00
<b>25. Total Federal and Non-Federal Approved this Budget Period</b>			\$3,362,463.00
<b>26. Project Period Start Date</b>	01/01/2019	<b>- End Date</b>	12/31/2023
<b>27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period</b>			Not Available

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer - Signature**

Mr. Arthur Lusby  
Grants Management Officer, Team Lead

**30. Remarks**

Supplemental Funding: Financial Assistance in the amount of \$2,246,359.00.



Recipient Information
<b>Recipient Name</b> San Francisco Department of Public Health 101 GROVE ST San Francisco Department of Public Health SAN FRANCISCO, CA 94102-4505 [NO DATA]
<b>Congressional District of Recipient</b> 12
<b>Payment Account Number and Type</b> 1946000417A8
<b>Employer Identification Number (EIN) Data</b> 946000417
<b>Universal Numbering System (DUNS)</b> 103717336
<b>Recipient's Unique Entity Identifier</b> Not Available
<b>31. Assistance Type</b> Cooperative Agreement
<b>32. Type of Award</b> Other

33. Approved Budget (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$630,507.00
b. Fringe Benefits	\$252,203.00
c. Total Personnel Costs	\$882,710.00
d. Equipment	\$0.00
e. Supplies	\$13,477.00
f. Travel	\$19,448.00
g. Construction	\$0.00
h. Other	\$2,274,439.00
i. Contractual	\$183,270.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$3,373,344.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$17,654.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$3,390,998.00</b>
<b>m. Federal Share</b>	<b>\$3,390,998.00</b>
<b>n. Non-Federal Share</b>	<b>\$0.00</b>

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION	
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1-939ZRPZ	19NH25PS005141	PS	41.51	\$0.00	75-21-0950	
1-9390H67	19NH25PS005141C3	PS	41.51	\$2,246,359.00	75-X-0140	



**DEPARTMENT OF HEALTH AND HUMAN SERVICES** Notice of Award

Centers for Disease Control and Prevention

Award# 6 NH25PS005141-03-03

FAIN# NH25PS005141

Federal Award Date: 06/21/2021

**Direct Assistance**

<b>BUDGET CATEGORIES</b>	<b>PREVIOUS AMOUNT (A)</b>	<b>AMOUNT THIS ACTION (B)</b>	<b>TOTAL (A + B)</b>
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# AWARD ATTACHMENTS

San Francisco Department of Public Health

6 NH25PS005141-03-03

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1. Revised Terms

**Notice of Funding Opportunity (NOFO) Number: CDC-RFA-PS19-1901**  
**Grant Number: NH25PS005141**

**ADDITIONAL AWARD INFORMATION**

**Supplemental Funding:** Additional funding in the amount **\$2,246,359** is approved for the Year 03 budget period, which is **January 01, 2021** through **December 31, 2021**, this award.

**Coronavirus Disease 2019 (COVID-19) Funds:** A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) and/or the American Rescue Plan of 2021 [P.L. 117-2] agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.

In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>.

Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group.

**Termination/Non-compliance:** This award may be terminated in whole or in part consistent with 45 CFR 75.372. CDC may impose other enforcement actions in accordance with 45 CFR 75.371- Remedies for Noncompliance, as appropriate.

This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

**Unallowable Costs:**



1. Research
2. Clinical care
3. Publicity and propaganda (lobbying):
4. Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - a. publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - b. the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body o See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients:  
[https://www.cdc.gov/grants/documents/AntiLobbying\\_Restrictions\\_for\\_CDC\\_Graantees\\_July\\_2012.pdf](https://www.cdc.gov/grants/documents/AntiLobbying_Restrictions_for_CDC_Graantees_July_2012.pdf)
5. All unallowable costs cited in CDC-RFA-PS19-1901 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

**Application Package:** The application package must consist of the following documents:

- Application for Federal Assistance 424
- One form for supplemental request - fill out the e-form in GrantSolutions Budget Information 424A
- Total funding request- for supplemental project-provide form as an attachment Workplan and Budget
- Workplan and budget describing activities

Except where otherwise authorized by statute, 45 CFR 75 Subpart E – Cost Principles is applicable.

**COVID-19 Funding Budget Revision Requirement:** The recipient must submit a revised budget with a narrative justification by uploading into Grant Solutions as an amendment within **60 days** of receipt of the Notice of Award. If the date falls on a weekend or holiday, the submission will be due the following business day. Failure to submit the required information in a timely manner may adversely affect the future funding of this project. **If the information cannot be provided by the due date, you are required to contact the GMS/GMO identified in the Awarding Agency Contact Information section on the first page before the due date.**

## REPORTING REQUIREMENTS

The following is a summary of the reporting requirements:

Progress and Fiscal Reports: Recipients must submit progress updates and fiscal reports every 12 months.

- Progress reports must include status in meeting hiring goals at recipient and sub-recipient levels.

- Fiscal reports must summarize progress in obligating and spending the allotted funds. Reporting templates will be made available.

#### **PAYMENT INFORMATION**

*The HHS Office of the Inspector General (OIG) maintains a toll-free number (1-800-HHS-TIPS [1- 800-447-8477]) for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Information also may be submitted by e-mail to [hhstips@oig.hhs.gov](mailto:hhstips@oig.hhs.gov) or by mail to Office of the Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington DC 20201. Such reports are treated as sensitive material and submitters may decline to give their names if they choose to remain anonymous.*

**Payment Management System Subaccount:** Funds awarded in support of approved activities have been obligated in a subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application.

The grant document number identified on the bottom of **Page 2** of the Notice of Award must be known to draw down funds.

**Document Number:** **19NH25PS005141C3**

**Stewardship:** The recipient must exercise proper stewardship over Federal funds by ensuring that all costs charged to your cooperative agreement are allowable, allocable, and reasonable and that they address the highest priority needs as they relate to this program.

All the other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

**Office of Grants Services Contact:**

Portia R. Brewer, MBA  
Grants Management Specialist  
Centers for Disease Control and Prevention (CDC)  
Office of Grants Services (OGS)  
Email: [pbrewer@cdc.gov](mailto:pbrewer@cdc.gov)  
Telephone: (770) 488-3185

**PLEASE REFERENCE AWARD NUMBER ON ALL CORRESPONDENCE**

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 4040-0006 Expiration Date: 0

2/28/2022

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PS19-1901.NH25 Strengt	93.977			\$3,390,998.00		\$3,390,998.00
2. PS19-1901.NH25 Strengt						
3. PS19-1901.NH25 Strengt						
4. PS19-1901.NH25 Strengt						
5. Totals				\$3,390,998.00		\$3,390,998.00

SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	PS19-1901.NH25 Strengt (1)	PS19-1901.NH25 Strengt (2)	PS19-1901.NH25 Strengt (3)	PS19-1901.NH25 Strengt (4)	PS19-1901.NH25 Strengt (5)	
a. Personnel		\$1,219,896.00				\$1,219,896.00
b. Fringe Benefits		\$487,959.00				\$487,959.00
c. Travel		\$31,148.00				\$31,148.00
d. Equipment						\$0.00
e. Supplies		\$39,813.00				\$39,813.00
f. Contractual		\$1,242,812.00				\$1,242,812.00
g. Construction						\$0.00
h. Other		\$293,980.00				\$293,980.00
i. Total Direct Charges (sum of 6a-6h)		\$3,315,608.00				\$3,315,608.00
j. Indirect Charges		\$75,390.00				\$75,390.00
k. TOTALS (sum of 6i and 6j)		\$3,390,998.00				\$3,390,998.00
7. Program Income						

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Standard Form 424A (Rev. 7-97)

Prescribed by OMB Circular A-102

Previous Edition Usable

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
9. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
10. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
11. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$3,390,998.00	\$847,749.50	\$847,749.50	\$847,749.50	\$847,749.50
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$3,390,998.00	\$847,749.50	\$847,749.50	\$847,749.50	\$847,749.50

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
17. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
18. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
19. PS19-1901.NH25 Strengthening STD Prevention and Control for Health Depart				
20. TOTAL (sum of lines 16-19)				

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$3,390,998	22. Indirect Charges: \$75,390
23. Remarks:	

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Standard Form 424A (Rev. 7-97) Page 2

**San Francisco Department of Public Health, Population Health Division  
Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Cooperative Agreement (CDC-RFA-PS19-1901)**

**Budget Justification  
January 1, 2021 - December 31, 2021**

**A. SALARIES AND WAGES**

**1,219,896**

**PCHD Base**

<b>Position Title and Name</b>	<b>Annual Salary</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Co-Principal Investigator S. Philip	\$ 296,114	2%	12	In Kind
Director/ARCHES W. Enanoria	\$ 152,984	3%	12	In Kind
Epidemiologist II T. Nguyen	\$ 124,072	17%	12	In Kind
Epidemiologist II R. Kohn	\$ 124,072	30%	12	\$ 37,222
Senior Physician Specialist O. Bacon	\$ 283,842	10%	12	In Kind
Nurse Manager T. Gomez	\$ 231,140	10%	12	In Kind
Health Program Coord II E. Antunez	\$ 109,226	7%	12	In Kind
Health Worker IV M. Lee	\$ 90,562	50%	12	\$ 45,281
Health Program Coord I R. Shaw	\$ 95,940	100%	12	In Kind
Health Worker III S. Williams	\$ 80,912	100%	12	\$ 80,912
Health Worker III H. Gregory	\$ 80,912	100%	12	In Kind
Health Worker III T. Brewster-Fleeton	\$ 80,912	100%	12	\$ 80,912
Health Worker II K. Hampton	\$ 72,944	100%	12	\$ 72,944
IT Operations Support Admin III R. Perez	\$ 106,472	100%	12	\$ 106,472
IT Operations Support Admin II F. Yu	\$ 89,086	100%	12	\$ 89,086
Licensed Vocational Nurse R. Peralta	\$ 86,633	100%	12	\$ 86,633
Nurse Practitioner /Academic Detailer A. Decker	\$ 205,894	20%	12	In Kind
Sr. Physician Specialist S. Cohen	\$ 268,262	9%	12	\$ 24,144
Physician Specialist D. Sachdev	\$ 267,020	15%	12	In Kind
Community Based Services Liaison J. McCright	\$ 131,482	5%	12	In Kind
Budget Manager M. Han	\$ 138,034	5%	12	\$ 6,902
<b>Total Salaries</b>				<b>\$ 630,507</b>

**PCHD Supp.**

<b>Position Title and Name</b>	<b>Annual Salary</b>	<b>Time</b>	<b>Months</b>	<b>Amount Requested</b>
Principal Investigator S. Philip	\$ 317,590	5%	6	In Kind
Co-Principal Investigator S. Cohen	\$ 286,364	5%	6	In Kind
Co-Principal Investigator D. Sachdev	\$ 269,464	5%	6	In Kind
0922 Program Manager	\$ 150,000	100%	6	\$ 75,000
2593 LINCS Manager	\$ 126,568	100%	6	\$ 63,284
Business Analyst R. Watt	\$ 115,000	5%	6	\$ 2,875
2232 Medical Director	\$ 293,000	100%	6	\$ 146,500
2593 Health Program Coordinator III	\$ 126,568	200%	6	\$ 126,568
2803 Epidemiologist II	\$ 128,440	100%	6	\$ 64,220
2119 Health Care Analysts	\$ 110,942	200%	6	\$ 110,942
<b>Total Salaries</b>				<b>\$ 589,389</b>

**Job Description**

**1. Principal Investigator (T. Aragon)**

This position is the PI for the SFDPH PHD STD PCHD Project and will work with the Project leaders to ensure that the Project meets all funding requirements, follows the standardized protocols and procedures, and adheres to CDC's Data Security and Confidentiality Guidelines. As the Director of the SFDPH Population Health Division, this position has overall oversight and responsibility for all grants awarded to the Division and for the Program's compliance with funding requirements.

**2. Co-Principal Investigator (S. Philip)**

This position is the Co-PI for the SFDPH PHD STD PCHD Project who will work with the other PI to ensure that the Project meets all funding requirements and follows standardized protocols and procedures. They will participate/attend mandatory STD PCHD conference calls and project meetings. Dr. Philip is the STD Controller for San Francisco and the Director of the SFDPH PHD Disease Prevention and Control Branch, which includes SF City Clinic, the SF Public Health Laboratory, and the disease intervention specialists. Therefore, this position will provide primary oversight and direction-setting to meet STD PCHD objectives, and is the primary liaison for developing and implementing local STD policies and guidelines. As a member of the Epic development team, this position represents the needs of the SFDPH PHD clinics, including SF City Clinic, and the SFDPH PHD disease surveillance and program evaluation activities.

**3. Director/ARCHES (W. Enanoria)**

As the Director of the ARCHES Branch of the SFDPH Population Health Division, this position has overall oversight and responsibility for all data system development and maintenance, data collection and analysis, and other epidemiologic activities associated with the Project. This position is a key member of the Epic development team, representing all of the PHD needs to support surveillance, program evaluation, epidemiologic analyses, and monitoring clinical testing, care, and outcomes of SFDPH patients. Because Policy decisions related to Epic-based tools and data access for PHD staff and clinics will have implications for the SFDPH PHD STD Program activities and ability to meet STD PCHD objectives, this position's work and leadership are integral to the Project's success.

#### **4. Epidemiologist II (T. Nguyen)**

This position serves both as the STD Program Coordinator and a lead epidemiologist for the SFDPH PHD STD PCHD Project. Dr. Nguyen will work closely with the Project Investigators to ensure that STD PCHD objectives and deliverables are met. This position oversees the epidemiologic and program evaluation activities related to the STD Program and the STD PCHD Project, including design, analysis, and interpretation of epidemiologic studies related to STD control and surveillance. This position leads CDC-required reporting activities and ensures that required data are collected and evaluations are conducted. They are responsible for ensuring that informative data and analyses are presented to appropriate groups and at scientific meetings. They will also ensure QA of data reported through the various STD surveillance streams; create and implement policies and protocols for data monitoring and surveillance activities; identify and problem-solve around system- and technologic-level barriers to improving surveillance and program activities and interventions; and liaise with local, state, and national partners on STD surveillance and program evaluation issues.

#### **5. Epidemiologist II (R. Kohn)**

This position serves as both the STD Program Data Manager and senior epidemiologist for the SFDPH PHD STD PCHD Project. They are responsible for overseeing and managing ISCHTR, the STD electronic data system; verifying, analyzing, interpreting, and summarizing all STD data from surveillance records, SF City Clinic, and field investigations for routine reports and ad-hoc requests, grants, and program evaluation; using the results of STD morbidity and STD clinic, interview, and epidemiologic data to evaluate, develop or modify STD policies, STD surveillance systems and SF City Clinic QA practices; and providing training in epidemiologic methods and how to use ISCHTR to perform basic analysis of STD morbidity data. This position is a key member of the Epic development team; because the Epic EMR will replace the ISCHTR EMR for SF City Clinic, the work of this position is integral to ensuring ongoing successful use of integrated STD case and program data. The integration of DIS work and the SFCC EMR and workflows are unique to ISCHTR and the SFDPH PHD STD Program, the lessons learned from which are being represented by this position to maximize the potential for the development and implementation of Epic.

#### **6. Senior Physician Specialist (O.Bacon)**

This position is the supervising physician at SF City Clinic. He supervises the Nurse Practitioner team and is the lead preceptor for clinical students, interns, and fellows and house staff who rotate through the clinic. Dr. Bacon supports the development and implementation of clinical protocols and assists with evaluation of SFDPH PHD STD programmatic activities involving clinical workflows and guidance. This position provides STD testing and treatment consultation to citywide providers and supports the seamless integration of clinical and disease intervention services at SF City Clinic.

#### **7. Nurse Manager (T.Ooms)**

This position is the nurse manager at SF City Clinic. They supervise the nursing team and the on-site CLIA-certified moderate-complexity laboratory. This position supports the seamless integration of clinical and disease intervention services at SF City Clinic through the development and implementation of protocols informed by clinic and program evaluation data.

**8. Health Program Coord II (E. Antunez)**

This position is the supervisor for the Syphilis/HIV LINCS Team, which conducts partner services, linkage to care/treatment, case management, and/or navigation services to patients recently diagnosed with syphilis and/or HIV, or to patients previously diagnosed with HIV who are out of care. They are responsible for ensuring the assignment and completion of syphilis/HIV partner services, including PrEP consultation and referral for HIV-negative patients and contacts, and re-engagement in care for HIV-positive patients and contacts. They perform case reviews and field audits; maintain good-working relationships with CBOs and clinical providers/screening sites; maintain and monitor staff evaluation data; produce required reports; and participate in planning and evaluation meetings. They also supervise the Health Program Coordinator who oversees the syphilis-specific activities of the Syphilis/HIV LINCS Team.

**9. Health Worker IV (M. Lee)**

This position oversees the STD Screening & Surveillance Program and staff, which provides technical assistance to SF providers and clinics seeking to improve their STD screening rates or implement extragenital screening workflows; supports STD treatment assurance for all SFCC patients and SF-resident patients of providers by request; and conducts reminders for 3-month rescreening visits for females previously diagnosed with chlamydia or gonorrhea at SFCC. This position is responsible for supporting the facilitation of integrating STD screening into community-based organizations providing HIV testing and other sexual services.

**10. Health Program Coordinator I (R. Shaw)**

This position is responsible for overseeing the syphilis disease intervention activities of the Syphilis/HIV LINCS Team and for supervising members of the team. They are responsible for assigning and supervising partner services investigations; training staff members; performing case reviews, interviews, pouch reviews, and field audits; establishing relationships with CBOs to facilitate the integration and expansion of syphilis screening and educational activities; writing required reports using program and staff evaluation data; and conducting and participating in staff and STD Program leadership meetings. This position is also responsible for any HIV-related intervention conducted by assigned staff, including PrEP consultations and referrals, and linkage to HIV care services. This position works closely with the supervisor for the Syphilis/HIV LINCS team, wherein they both are responsible for developing and maintaining protocols for standard work for case investigations, management of workload, data-entry into ISCHTR, and sexual health counseling and referrals.

**11. Health Worker III (S. Williams)**

This position acts as the Syphilis Reactor Desk Coordinator and is responsible for contacting private providers to confirm syphilis diagnoses and treatment and to obtain demographics and locating information for early syphilis patients; for contacting individuals to report positive syphilis test results and arranging for them to receive evaluation and/or treatment; performing partner services activities for STD/HIV/GC contacts; investigating persons at high risk for syphilis, HIV, and other STDs; and performing syphilis screening activities in community-based settings in response to outbreaks.

**12. Health Worker III (H. Gregory)**

This position is part of the Syphilis/HIV LINCS Team and provides all LINCS services for assigned patients with syphilis or HIV; performs phlebotomy for syphilis and/or HIV partners and sexual network contacts; makes and verifies completion of referrals; performs follow-up for patients who do not return for their test results or who are infected with an STD and need treatment; and performs data-entry and quality assurance of disease intervention services.

**13. Health Worker III (T. Brewster-Fleeton)**

This position is part of the Syphilis/HIV LINCS Team and provides all LINCS services for assigned patients with syphilis or HIV; performs phlebotomy for syphilis and/or HIV partners and sexual network contacts; makes and verifies completion of referrals; performs follow-up for patients who do not return for their test results or who are infected with an STD and need treatment; and performs data-entry and quality assurance of disease intervention services.

**14. Health Worker II (K. Hampton)**

This position is assigned to the CT/GC Screening Surveillance Program and is responsible for ensuring follow-up of SFCC patients and patients by request of their providers who need STD treatment; managing the 3-month SFCC chlamydia and gonorrhea re-screening program; counseling PEP and HIV patients; and conducting quality assurance of disease intervention services.

**15. IT Operations Support Admin III (R. Perez)**

This position is responsible for network administration; maintaining Branch LANs; documenting system errors; identifying and implementing programming for surveillance and clinical databases (including ISCHTR) and QA components of the SFDPH PHD STD Program; preparation of the external monthly STD report and numerous internal monthly reports used for quality assurance of citywide STD activities including prevention, testing, care, and treatment; data dissemination through maintenance and updates to the SF City Clinic website and email distributions lists of providers and community participants.

**16. IT Operations Support Admin II (F. Yu)**

This position is responsible for maintaining and monitoring the SF City Clinic electronic data system; installing and configuring new computers and peripherals at the clinic; performing software upgrades; troubleshooting clinic hardware problems including computers, printers and LANs and coordinating repairs; assisting users in utilizing computer programs to conduct their work including desktop software and ISCHTR; researching software errors encountered by users; conducting preventive maintenance of hardware and monitoring systems to ensure reliability; assisting in troubleshooting programming problems, data-entry errors, and network administration.

**17. Licensed Vocational Nurse (R. Peralta)**

This position is responsible for overseeing the SF City Clinic STAT Laboratory and assisting clinic staff in the performance of chlamydia, gonorrhea, syphilis serology, and HIV testing; performing quality control testing of these tests, as assigned; and for performing data entry of lab data into ISCHTR.

**18. Nurse Practitioner/Academic Detailer (A. Decker)**

This position serves as the front-line academic detailer, developing materials for clinical providers to educate them on local/national STD epidemiology, STD screening/treatment guidelines, and best practices to implement and improve sexual health assessments and STD screening practices with their patient population. This position collaborates with STD and HIV leadership to prioritize provider types and organizations with which she conducts outreach and on-site training for both STD and HIV prevention and testing. This position also provides clinical consultation to the Community Health Equity and Promotion Branch, which is working with community-based sites to integrate STD tests into their existing HIV testing services.



**19. Sr. Physician Specialist (S. Cohen)**

This position is the SF City Clinic Medical Director and is responsible for supervising, training and evaluating clinical staff; performing quality assurance of medical records; providing medical care to STD and HIV patients; overseeing research projects occurring at the Clinic; supervising the STD/HIV Care Program and the HIV PEP and PrEP Programs; providing technical assistance to private providers regarding management of syphilis patients; performing medical updates regarding syphilis and other STDs for health care providers; and acting as the liaison with the medical community for the purpose of increasing awareness of syphilis symptoms and screening recommendations. This position ensures the development and implementation of clinical protocols and the evaluation of SFDPH PHD STD programmatic activities involving clinical workflows and guidance. This position ensures the seamless integration of clinical and disease intervention services at SF City Clinic. As a member of the Epic development team, this position represents the needs of SF City Clinic and STD disease surveillance and program evaluation activities in building the enterprise electronic medical record system that will serve all SFDPH patients. As a member of the California Prevention Training Center, the STD Clinical Services Technical Cooperation Group, the National Coalition of STD Directors, and the California STD/HIV Controllers Association, this position is critical in the discussion and development of STD policies and guidelines.

**20. Physician Specialist (D. Sachdev)**

This position is a Clinical Prevention Specialist and medical director of the Syphilis/HIV LINC program, supervising the two managers of the LINC Team. This position oversees development and evaluation of new tools and analytic approaches to inform case/partner prioritization and investigation requirements. This position also develops programs and oversees staff to conduct other work across the HIV/STD prevention and treatment continuum, including quality improvement efforts for STD screening in HIV care clinics, HIV care linkage and re-engagement, and public health detailing. This position provides leadership and guidance to define program evaluation questions and analyses to improve STD Program approaches and activities.

**21. Community Based Services Liaison (J. McCright)**

This position is the Deputy Director for the PHD Community Health Equity and Promotion (CHEP) Branch and is responsible for establishing and maintaining community partnerships; providing support to community-based safety net STD screening and treatment programs and providers; providing STD/HIV training and technical assistance to staff in CBOs and within SFDPH; designing and evaluating community-based STD intervention programs; developing and implementing STD media and social marketing campaigns; and identifying, evaluating, writing and submitting grants to support innovative interventions and prevention activities addressing disparities seen among MSM, youth of color, and transgender persons.

**22. Budget Manager (M. Han)**

This position is responsible for providing fiscal oversight and administrative support for the Project; for negotiating and setting-up budgets; working with the local fiscal department and budget staff; and preparing budget revisions as needed. This position also ensures appropriate budget expenditures on the necessary timetable.

**23. Program Manager (TBD)**

This position through ARCHES will oversee the HIV/STI program epidemiology and analyst team, including epidemiological and analyst staff working on DIS workforce outcomes and evaluation, as well as all other HIV/STI program grant writing and reporting. Responsible for hiring, training and supervision of Epidemiologist II position. Will also coordinate and collaborate with the Health Program Coordinator III responsible for cross-DIS performance improvement within the new reserve for accelerated disease response (RADR) group.

**24. LINCS Manager (TBD)**

This position provides oversight and management under direction of the Medical Director to the LINCS program, which provides comprehensive sexual health services, partner services, and linkage to care and treatment to people diagnosed with sexually transmitted infections, including syphilis and HIV. Responsible for supervision of STI and HIV coordinators in 20+ person team of DIS and navigators focused on HIV and STI prevention at City Clinic. Supervision responsibilities also includes Health Worker Supervisors, DCI and Health Program Coordinators and supervisors.

**25. Business Analyst (R. Watt)**

This position is responsible for providing fiscal oversight and administrative support for the Project; for negotiating and setting-up budgets; working with the local fiscal department and budget staff; and preparing budget revisions as needed. This position also ensures appropriate budget expenditures on the necessary timetable.

**26. Medical Director (TBD)**

Responsible for formation and oversight of the new DIS reserve for accelerated disease response 'RADR' group. Will provide vision and leadership from a medical perspective to all ongoing activities related to establishing and expanding the DIS workforce, further training and skill building activities, outbreak response and monitoring and evaluating ongoing QA/QI work. Provides direct supervision to the Health Program Coordinator III responsible for overseeing the DIS Fellowship and Recruitment, the Health Program Coordinator III responsible for Cross-DIS performance improvement and coordination, and the Program Assistant.

**27. Health Program Coordinator (TBD 2 FTE)**

a. Oversees and leads operations related to establishing and expanding the core public health workforce as well as evaluating and continuously improving hiring, training and outbreak response efforts within the new DIS 'RADR' group. Supervises both 2119 positions and acts as a liaison with the Epidemiologist 2 position.  
b. Oversees and leads training new and existing staff in both strategic and specialized public health competencies as well as building organizational capacity for timely and effective outbreak response. Supervises 4 rotating DIS fellows.

**28. Epidemiologist (TBD)**

Supports epidemiology and surveillance needs by focusing on how to evaluate and continuously improve workforce hiring, training and outbreak response efforts. Will be responsible for defining efficiency and HR metrics and monitoring over time to assure quality assurance on the individual level and quality improvement on the systemic continuous improvement level. Responsible for organizing and facilitating big picture check-ins with stakeholders to monitor ongoing work. Position will report to the Program Manager.

**29. Health Care Analyst (TBD 2 FTE)**

Support LEAN QI/QC/PI activities of DIS across DPC, as core members of the reserve for accelerated disease response 'RADR' group. Provide support to Health Program Coordinator III responsible for cross-DIS performance improvement and will work closely in collaboration with the Program Manager and Epidemiologist II within STD on helping to define and monitor a realistic DIS workload, defining and monitoring metrics, developing a DIS training evaluation plan and participating in periodic big picture monitoring and evaluation check-ins to review outbreak response and DIS workforce.

**B. MANDATORY FRINGES (40% x salaries)**

This is based on actual fringes for each employee, which average 40% of salaries.

**487,959**

**C. TRAVEL**

**31,148**

**Out of State Travel**

Funds are requested to support the cost of out-of-state travel by project staff to attend the following meetings.

**Annual Awardee SIG Meeting (2 staff)**

2 x \$750 r/t airfare =	\$1,500
2 x 2 nights lodging x \$212/day =	\$848
2 x \$200 Ground transportation =	\$400
Total	<b>\$2,748</b>

**NCSD Annual Meeting 2021 (4 staff)**

4 x \$750 r/t airfare =	\$3,000
4 x 4 nights lodging x \$250/day =	\$4,000
4 x \$200 Ground transportation =	\$800
4 x \$575 Registration =	\$2,300
Total	<b>\$10,100</b>

**STI & HIV 2021 World Congress (2 staff)**

2 x \$1,000 r/t airfare =	\$2,000
2 x 5 nights lodging x \$250/day =	\$2,500
2 x \$200 Ground transportation =	\$400
2 x \$850 Registration =	\$1,700
Total	<b>\$6,600</b>

**Meetings or Conferences 2021 (4 staff)**

4 x \$850 r/t airfare =	\$3,400
4 x 5 nights lodging x \$250/day =	\$5,000
5 x \$200 Ground transportation =	\$1,000
4 x \$575 Registration =	\$2,300
Total	<b>\$11,700</b>

**D. EQUIPMENT**

-

**E. SUPPLIES**

**39,813**

***PCHD Base***

GC/CT collection test kits – 95 boxes @ \$62.50 per box plus sales tax @ 8.50%, est. shipping/handling \$100	<b>6,542</b>
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***PCHD Supp.***

Funds will be used to cover the cost of computers, software, and supplies for staff as well as costs associated with outreach and testing. This includes but is not limited to IT esupemietn and software, office supplies, printing costs, test kits and phlebotomy supply costs. Costs estimated as follows 8 computers and software x \$2500= \$20,000 and approximately \$88 x 12 staff x 6 months = \$6,336	<b>26,336</b>
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***PCHD Carryover***

Wiring Parts for 356 7th SF City Clinic VoIP system upgrade	<b>6,935</b>
• 004 – Boxes of Uniprise Cat 6 cable blue.	
• 200 – Uniprise UNJ600 Cat 6 jacks black.	
• 006 – Uniprise 24 Port Patch Panel.	
• 120 – Panduit Surface-mount boxes and 2 port faceplates	
• Miscellaneous Panduit LD-10 wiremold and piece parts to secure wiring to walls	

**F. CONSULTANTS/SUBCONTRACTORS****1,242,812****Name of Organization:** Public Health Foundation Enterprises, Inc (PHFE) dba Heluna Health**Method of Selection:** RFQ 36-2017**Period of Performance:** 1/1/21-12/31/21**Total Contract Amount:** \$981,212**Method of Evaluation:** Quarterly Reports/Regular Meetings**Scope of Work:** Funds are requested to continue to support a contract with Heluna Health to act as a fiscal agent for the purpose of hiring culturally appropriate staff to perform syphilis and HIV case management, partner services and HIV linkage to care activities for high risk populations in San Francisco.**SALARIES AND BENEFITS****92,679****PCHD Base****Early Intervention Specialist**

This position is assigned to the SF County Jails and is responsible for screening inmates for STDs, HIV and Hepatitis; performs daily Phlebotomy services for blood specimen collection; collects contact information for inmates receiving testing services; collects demographic and sexual history data; provides disclosure services to inmates infected with STDs, HIV and Hepatitis; assists with referrals and linkage to care activities for inmates who test positive; performs partner services as needed; delivers paper copies of test results to inmates who test negative.

**0.5 FTE - Annual Salary of \$55,084 x .50 = \$27,542 (Remaining FTE is funded by another fund source)****Community Health Youth Workers**

These positions perform STD data collection, counseling, follow up, and outreach for persons with STDs or at risk for STDs.

**1.0 FTE - Annual Salary of \$51,966 x 1.0 = \$51,966****Program Administrator**

This position is responsible for the fiscal management, policy development, and financial reporting. She develops and monitors budgets, establishes contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities.

**0.1 FTE - Annual Salary of \$131,719 x 0.1 = \$13,171****PCHD Supp.**

Position Title and Name	Annual Salary	Time	Months	Amount Requested
DIS Fellows	\$ 70,000	400%	6	\$ 140,000
Program Assistant	\$ 60,000	100%	6	\$ 30,000
Program Administrator	\$ 80,000	10%	6	\$ 4,000
<b>Total Salaries</b>				<b>\$ 174,000</b>

**DIS Fellows (4 FTE)**

These fellowship positions will learn to investigate cases and outbreaks of communicable and other diseases, under the mentorship and training of DIS staff operating in the office and the field. The fellowship program will train staff to collect, interpret and record information about patients and their contacts through shadowing of DIS. Fellows will have the opportunity to rotate into RADR for a 3-6 month time period where they will learn new skills, conduct tabletop outbreak simulation exercises, further enhance and refine training materials, and learn about other disease areas, to develop innovative ideas for the DIS workforce overall.

**Program Assistant**

This position will directly support the DIS workforce and Disease Prevention and Control. They will provide direct administrative support to the Medical Director and Health Program Coordinators overseeing the DIS fellowship, recruitment and cross-DIS performance improvement. Duties will include, but not be limited to front desk duties, providing direct and general administrative support, assisting with program review and management, conducting background research as needed, assisting with preparation of materials, event planning and preparation, communication and responding to general inquiries.

**Program Administrator**

This position is responsible for the fiscal management, policy development, and financial reporting. They develop and monitor budgets, establish contracts, sub-contracts, and cooperative agreements in addition to managing FTEs, benefits, budget estimates, and monthly reports to assist with the execution of activities.

**Total Salaries 266,679**

**Fringe Benefits**

Fringe Rate is at 34.16% of salaries

**Total Fringes 91,095**

**Total Salaries and Fringes 357,774**

**OPERATING EXPENSES**

**PCHD Base**

**Supplies**

**5,600**

Funds are requested to purchase program supplies including, non monetary incentives, light refreshments for clients, booth rentals, printing of program materials, office and computer supplies, and cell phones for field staff budgeted at \$5,600

**Travel**

**2,000**

Local Mileage/Fast Passes

Funds will be used to pay for auto mileage and/or public transportation to perform field investigations to locate and interview persons infected with STDs, perform partner services and linkage to care.

**Training**

**2,000**

Staff Development

Funds will be used to pay for training and professional development for staff contributing to meeting the

**Subcontract**

**8,015**

510 Media - Funds will be used to create a a short video for the PrEP Supports You campaign. We will film an brand ambassador for the campaign completing a home testing kit. The short videos will be places online at sites such as youtube.

**PCHD Supp.**

**Supplies**

**13,700**

Funds will be used to purchase computers for staff and supplies including but not limited to IT equipment, program supplies, meeting and refreshment supplies. Costs estimated as follows  
5 computers and software x \$2500= \$12,500 and approximately \$300 x 4 month for other items.

**Travel****1,317**

Funds will be used to pay for auto mileage and/or public transportation or ride share to perform field investigations to locate and interview persons infected with STDs, perform partner services and linkage to care. Costs estimated at approximately \$219.50 x 6 months

**Training****4,000**Staff Development

Funds will be used to pay for training and professional development for staff contributing to meeting the goals of this program. Costs estimated at \$800 x 5 staff

**Subcontract****480,000**

Consultant	Rate	Hours	Total
DEI Consultant	\$ 150	\$ 1,400	\$ 210,000
Tabletop Outbreak Consultancy	\$ 210	\$ 1,000	\$ 210,000
NCSO	\$ 60,000	flat Rate	\$ 60,000
			\$ 480,000

**DEI Consultant** - Funds will be used to do a needs assessment and landscape analysis of diversity, equity and inclusion hiring and staffing practices within DPC. A consultancy will be brought in to identify the problem and do a climate assessment to inform short-term and long-term individual and institutional actions that will be built into a DEI-centered strategic plan. The consultant will serve in a coaching capacity to members of leadership and supervisors on DEI issues and will develop and deliver DEI training tailored to the specific context of the department. The consultancy will also facilitate conversations with leadership, managers, and supervisors on DEI needs by cultivating trust, encouraging self-awareness, creating space and taking risks to inform long-lasting change management on these issues.

**Tabletop Outbreak Consultancy** - Funds will be used to hire a consultancy group to help prepare DPC for future outbreaks of unknown pathogens. The consultancy group will discuss, consider and update existing emergency planning documents and organization structures with key personnel within DPC through lectures panels and general discussions. After formulating an understanding of strengths and weaknesses they will design a table-top exercise which will involve convening key emergency response personnel to discuss a simulated emergency situation. The exercise will be designed to encourage staff to filter relevant information and make key decisions. Participants will be tasked with reviewing and discussing risk communication and related actions. The tabletop exercise will help clarify roles and responsibilities and identify threat mitigation and preparedness actions specific to the DIS role within SFDPH.

**NCSO** - Funds will be allocated to NCSO for the service for 'Training Assessment and Plan Development' in Year 1. Under this service, NCSO will coordinate the development and implementation of a training needs assessment for the existing and new workforce. Following the completion of assessment implementation activities, NCSO will produce an annual training plan to guide future training plans.

**Total Operating Expenses****516,632****Total PHFE/Heluna Health Direct Costs****874,406****Indirect Costs****106,806**

Indirect costs are calculated at 12.21% of total modified Direct Costs.

**TOTAL PHFE/HELUNA HEALTH BUDGET****981,212**

**Name of Organization:** Informatics Consultant

**Method of Selection:** RFQ 2-2020

**Period of Performance:** 1/1/21-12/31/21

**Total Contract Amount:** \$ 240,000

**Method of Evaluation:** Quarterly Reports/Regular Meetings

**Scope of Work:** Funds will be used for supplemental and additional data management/informatics work with

**SALARIES AND BENEFITS**

Consultant Type	Hourly Rate	Hours	Months	Amount Requested
Informatics Consultant	\$ 200	200.00	6	\$ 240,000
<b>Total</b>				<b>\$ 240,000</b>

**TOTAL INFORMATICS BUDGET**

**240,000**

***PCHD Carryover***

Labor costs to re-wire San Francisco City Clinic @ 356 7th Street in preparation for a VoIP System Upgrade. Adding additional drops where hubs are currently used. Re-attach network jacks that are currently floating under the cubicles. Re-terminate the 110-style network cabling from the wall onto patch panels in the main 2nd floor Server Room. This project will require 160 hours of labor at the rate of \$135.00 per hour to complete the work. This work will be performed by CCSF employees and do not represent external contractual expenditures.

**21,600**

**G. OTHER**

**293,980**

Courier services for specimen delivery -624 trips @ \$45/trip .

**28,080**

**Training**

**6,400**

Training and professional development for staff estimated at \$800/staff x 8 staff

**Membership**

**9,500**

NCS D Membership (Due Oct 1, 2021, 0.28% of total funding)

**Rent**

**250,000**

Funds will be used to cover the cost rent and facilities need for the entire team conducting this work. Costs are estimated based on the following  
250 sq.ft./person x 20 staff x \$6/month x 6 months= \$180,000.  
Improvements estimated at \$14/sq.ft x 250 sq.ft. x 20 staff = \$70,000

**H. TOTAL DIRECT COSTS**

**3,315,608**

**I. TOTAL INDIRECT COSTS**

**75,390**

**4% Of Personnel**

**J. TOTAL COSTS**

**3,390,998**

**San Francisco Department of Public Health, Population Health Division  
Strengthening STD Prevention and Control for Health Departments (STD PCHD)  
Cooperative Agreement (CDC-RFA-PS19-1901)**

**BUDGET JUSTIFICATION  
January 1, 2021 - December 31, 2021**

Salaries.....	1,219,896
Fringe Benefits.....	487,959
Travel.....	31,148
Equipment.....	-
Supplies.....	39,813
Contractual.....	1,242,812
Other.....	293,980
Total Direct.....	3,315,608
Indirect Costs.....	75,390
4% Of Personnel	
Total.....	3,390,998

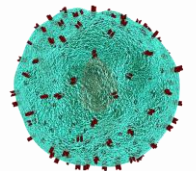
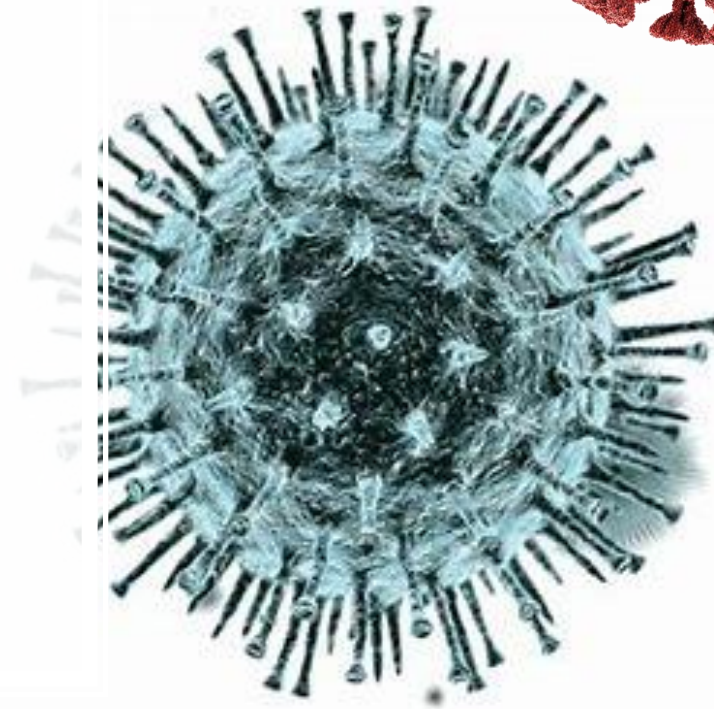
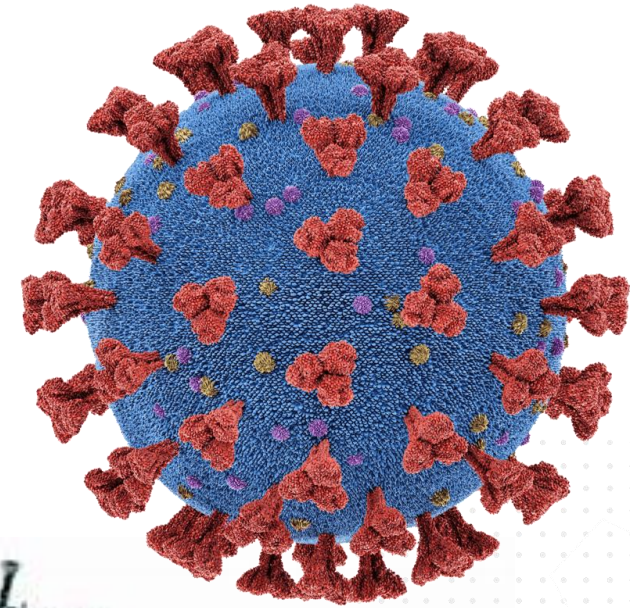


# STD Prevention and Control for Health Departments (PCHD) Workforce Supplement

- **San Francisco's disease investigators are the city's first-line defense to interrupt chains of transmission through:**
  - Case investigation and contact tracing
  - Outbreak management
  - Assistance for congregate facilities and clinicians

## Taking lessons learned, these new funds will:

- Expand the disease investigation workforce for COVID-19 and other diseases
- Improve timely outbreak response
- Offer linkage to services in order to interrupt disease transmission



# How the money will be spent

Build surge capacity

Address existing staffing gaps

Cultivate a diverse workforce that reflects the community we serve

Training and performance improvement

Integrate data management and quality assurance systems



## Reason for Retroactivity

- DPH received the subaward agreement from the CDC on June 21<sup>st</sup>, 2021 retroactive to the program period beginning January 1<sup>st</sup> 2021.
- Once proper approvals and signatures were obtained to amend the Annual Salary Ordinance, DPH prepared the legislation for introduction on December 7<sup>th</sup>.

**From:** [Lindsay, Claire \(DPH\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [BOS-Legislative Aides](#); [Somera, Alisa \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Sachdev, Darpun \(DPH\)](#); [Philip, Susan \(DPH\)](#); [Cohen, Stephanie](#); [Wong, Greg \(DPH\)](#); [Validzic, Ana \(DPH\)](#)  
**Subject:** 2/1 BOS: DPH Retroactive Item  
**Date:** Friday, January 28, 2022 4:42:34 PM

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Hello Honorable Members of the Board of Supervisors:

The Department of Public Health (DPH) will request approval for a retroactive accept and expend grant at the February 1<sup>st</sup> Full Board of Supervisors meeting. We'd like to provide you with brief background information and reason for retroactivity prior to the meeting. Please see below for a brief description of the item and our DPH representative who may be contacted directly should you have any questions.

**BOS Agenda item #18 - File 211264 - Accept and Expend Grant and Amend the Annual Salary Ordinance - Retroactive - Centers for Disease Control and Prevention - Strengthening Sexually Transmitted Disease Prevention and Control for Health Departments - \$3,390,998** - Ordinance retroactively authorizing the Department of Public Health to accept and expend a grant increase in the amount of \$2,246,359 for a total amount of \$3,390,998 from the Centers for Disease Control and Prevention for participation in a program, entitled "Strengthening Sexually Transmitted Disease Prevention and Control for Health Departments (Sexually Transmitted Disease Prevention and Control for Health Departments)," for the period of January 1, 2021, through December 31, 2021; and amending Ordinance No. 166-20 (Annual Salary Ordinance File No. 200568 for Fiscal Years 2020-2021 and 2021-2022) to provide for the addition of eight grant-funded full-time positions in Class 0922 Manager I (1.0 FTE), Class 2593 Health Program Coordinator III (3.0 FTE), 2232 Senior Physician Specialist (1.0 FTE), Class 2803 Epidemiologist II (1.0 FTE), and 2119 Health Care Analyst (2.0 FTE).

- **Description:** SFDPH will use the PCHD supplemental funding to support disease investigation for COVID-19 and other infectious diseases in alignment with the four goals of this funding; (1) conduct disease investigation, (2) outbreak response, (3) linkage to prevention and treatment and, (4) case management and oversight. SFDPH aims to expand the existing DIS workforce by hiring more DIS and workforce support staff, with an emphasis around diversity, equity and inclusion practices. We will also create a new fellowship pathway program for DIS called the DIS Rapid Response Reserve for Accelerated Disease Response (RADR) focused on enhancing our ability to respond to outbreaks in a flexible, experienced, and urgent manner. Training and skill building of this workforce is another critical component. In writing the work plan for these funds, we surveyed 30 DIS and workforce support staff and developed a list of specific training needs related to organizational skills, communication, supervision, leadership and time management. Monitoring and evaluation will be implemented to ensure quality assurance and improvement processes. Additionally, funds will be used for consultation around improving the data management/informatics tools and resources available to the DIS workforce and support staff.
- **Reason for Retroactivity:** We respectfully request retroactive approval to accept and expend these funds. DPH received the subaward agreement on June 21<sup>st</sup>, 2021 for a program period

beginning January 1 , 2021. Upon receiving the letter of funding allocation, DPH staff began the process of getting the required signatures and approvals from CAT, DHR, CON, and MYR to amend the Annual Salary Ordinance. Once the proper approvals were obtained, DPH staff prepared the legislation for introduction on December 7<sup>th</sup>.

- **DPH Representative:** Darpun Sachdev, MD | Medical Director, COVID Disease Response Unit | San Francisco Department of Public Health | [darpun.sachdev@sfdph.org](mailto:darpun.sachdev@sfdph.org)

Thank you for your time and consideration,

Claire

**Claire Lindsay, MPH**

Senior Health Program Planner | Office of Policy and Planning

San Francisco Department of Public Health

[claire.lindsay@sfdph.org](mailto:claire.lindsay@sfdph.org) | desk: 415-554-2667 | mobile: 831-239-1094



London N. Breed  
Mayor

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Dr. Grant Colfax  
Director of Health  
**DATE:** 11/15/2021  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
**GRANT TITLE:** Accept and Expend Ordinance - Strengthening STD  
Prevention and Control for Health Departments (STD PCHD)  
- \$3,390,998

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

- Proposed grant ordinance; original\* signed by Department, Mayor, Controller
- 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