

Wong, Greg (DPH)

From: Highsmith, Jocelyn (DPH)
Sent: Tuesday, April 19, 2022 10:35 AM
To: Cohen, Stephanie; Wong, Greg (DPH)
Cc: Han, Maggie (DPH)
Subject: FW: CDPH - STD Prevention and Collaboration Grant - FYs 21/22 and 22/23 - Budget Revision Templates

Hi Stephanie,

Can you forward the attachments that provided in this original email?

@Wong, Greg (DPH) Will the grant amendment document approved by CDPH showing the additional award amount be sufficient for A&E purposes or do we need to provide confirmation from CDPH on the revised detailed budget narrative?

Thanks,
Jocelyn

From: STDLHJContracts <STDLHJContracts@cdph.ca.gov>
Sent: Friday, March 25, 2022 4:10 PM
To: Cohen, Stephanie <Stephanie.Cohen@sfdph.org>
Cc: Nguyen, Trang (DPH) <trang.nguyen@sfdph.org>; Wong, Martin (DPH) <martin.m.wong@sfdph.org>; Piper, Rachel@CDPH <Rachel.Piper@cdph.ca.gov>; McGonagle, Alexia@CDPH <Alexia.McGonagle@cdph.ca.gov>
Subject: FY 2021/2022 - Additional Funding for the STD Prevention and Collaboration Grant

Hello Stephanie Cohen,

The purpose of this email is to notify you that the passage of the 2021 State Budget Act appropriated additional local assistance funding for STD prevention and control activities. The STD Control Branch has determined that an additional \$95,863.00 for this FY will be added to your grant agreement, number 19-10971, making the revised agreement total \$978,948.00. The new funding for FY 2021-2022 is available to your local health jurisdiction (LHJ) from July 01, 2021 through June 30, 2022.

This additional funding should be used to provide more of the same prevention and control activities outlined in your grant agreement within your jurisdiction. No less than 50 percent of the funds allocated to the LHJ shall be provided to nonprofit community-based organizations or nonprofit health care providers, provided that there are nonprofit community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services consistent with [Health and Safety Code Section 120511](#).

Attached you will find the grant amendment documents approved by CDPH – Contracts Management Unit. Should your LHJ require board approval for amendment, please be sure to add this amendment to your next board meeting agenda.

In an effort to expedite this grant amendment through the approval process, we request that the following items be returned no later than **05/02/2022 via email at STDLHJContracts@cdph.ca.gov with a Cc to Adriana.Cervantes@cdph.ca.gov.**

1. **Two original copies of the Grant Agreement (CDPH 1229A)**
 - Signature page only (page three of the grant Agreement); both copies must bear original signatures.
 - Please note that due to the COVID-19 situation, CDPH is accepting digitally signed grant agreements. If submitting the grant documents electronically, please ensure electronic submittals are “clean and legible,” preferably scanned in color with minimum 300x300 resolution. Electronic submittals can be e-mailed to STDLHJContracts@cdph.ca.gov along with a Cc to Adriana.Cervantes@cdph.ca.gov.
2. **One copy of the Board Resolution/Order/Motion, ordinance, or other similar document authorizing execution of the agreement.**
 - LHJs may exercise their delegated authority to accept and implement this grant amendment and future amendments to support the continuation for STD prevention and control activities.
 - If the LHJ does not have delegated authority to accept and implement this grant amendment or future amendments, please consult with your Legal and Contracts Office and/or Board of Supervisors.
 - **If your next board meeting is scheduled after 05/02/2022, please send us a Letter of Intent indicating that this amendment will be added to your next board meeting.**
 - When you have the official documents authorizing the execution of the agreement, please send us a copy of the Board Resolution/Order/Motion or ordinance.

3. **Contractor Certification Clause (CCC 042017)**

Upon final approval of the grant agreement documents, you will receive an executed copy. If you have any questions, please feel free to contact your grant manager Adriana.Cervantes@cdph.ca.gov.

Sincerely,

Alexia McGonagle, Chief
Business Operations Support Section
CDPH- STD Control Branch
1616 Capitol Ave., MS 7320
Sacramento, CA 95814


CONFIDENTIALITY NOTICE WARNING: The information contained in this e-mail document is confidential and is intended only to be viewed by the recipient(s) listed above. If you are not the intended recipient(s), you are hereby notified that any distribution or copying of this document is strictly prohibited. If you have received this document in error, please contact the sender listed above and destroy the document(s).

RE: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Fri 6/25/2021 7:07 AM

To: Watt, Rita (DPH) <rita.watt@sfdph.org>

 3 attachments (280 KB)

19-10971 - STD Collab. - FY 2020-2021 EIT - San Francisco_6.17.21.xlsm; 19-10971 - STD Collaboration - Budget Revision - San Francisco (06-14-2021).xls; 19-10971 - STD Collab. - Budget Justification - San Francisco (06-14-2021).xls;

Hi Rita,

I hope that this message finds you well.

The attached budget revision for FY 2020/2021 is approved and I've attached the revised FY 2020/2021 electronic invoice template (EIT) for your use. Completed and signed invoices should be emailed to our general email address of STDLHJInvoices@cdph.ca.gov with a cc to me Adriana.Cervantes@cdph.ca.gov.

As an FYI, for FY 2020/2021, the original budget grand total in Column H was over by \$1.00, so I reduced the indirect cost line item by \$1.00 to be in compliance. If you do not agree with the reduction made to the budget, please let me know and we can review it together.

As you work on your EIT, please keep in mind the following points:

- It is recommended not to invoice a full year of expenditures under a single quarter.
 - If you plan to submit for expenses for multiple quarters, please issue a separate invoice for each quarter.
 - If you submit one invoice for multiple quarters, our accounting office will reject it.
- Avoid over expended line items.
- Include a date and invoice number since the invoice cannot be submitted without this information.
- Digitally signed and dated invoices are acceptable.
- Check the box "Final Invoice" for the Q4 invoice.
- Invoices must be submitted no more that forty-five (45) calendar days after the end of each quarter unless a later or alternate deadline is agreed to in writing by the program grant manager.
- If there is a balance for FY 2020-2021, these funds may be carried forward into FY 2021-2022 by requesting a budget revision via email.

If you need to request a budget revision or update the subcontractor information for FY 2021-2022, please send the request to STDLHJContracts@cdph.ca.gov, with a cc to me Adriana.Cervantes@cdph.ca.gov with the following information:

- A request for a budget revision on agency letterhead, with a brief explanation for the reason for the request and a summary of the proposed changes.
- A revised budget using the attached budget document.
- A revised budget justification using the attached document.
- Once the budget revision request is approved, a revised budget and invoice template for the current FY will be sent to you.

As you work on the budget revision, please keep in mind the following:

- Based on the 2019 Budget Act, unused funds from FYs 2019-2020 and 2020-2021 may be carried forward until June 30, 2022 with 50% of the funds provided to a CBO. With the enactment of the 2020 Budget Act, effective July 1, 2022, you will no longer be able to carry forward the funds from one year to the next and the funds must be expended during the same year they are appropriated.

If you have any questions or concerns, please feel free to reach out to me.

Adriana Cervantes

Contracts and Procurement Analyst

CDPH- STD Control Branch

Business Operations Support Section

1616 Capitol Ave., MS 7320

Sacramento, CA 95814

P: (916) 552-9788 | F: (916) 636-6755 | E: Adriana.Cervantes@cdph.ca.gov

CONFIDENTIALITY NOTICE WARNING: The information contained in this e-mail document is confidential and is intended only to be viewed by the recipient(s) listed above. If you are not the intended recipient(s), you are hereby notified that any distribution or copying of this document is strictly prohibited. If you have received this document in error, please contact the sender listed above and destroy the document(s).

From: Watt, Rita (DPH) <rita.watt@sfdph.org>

Sent: Tuesday, June 22, 2021 12:26 PM

To: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Subject: Re: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Hi Adriana,

We are planning to have a Health Worker II, III, or IV depending on the availability. Currently most of them are still being activated to work on COVID related activities and therefore we are not sure who can help on this project yet. We are hoping to have a Health Worker to work on this project for 7.5-10 hours/week and for 9-10 months. Below is the salary ranges for Health Worker II, III, and IV. I also include the calculation in the Budget Revision worksheet (Please see attachment). Can we put TEMP for now? The Physician Specialist 2230 is ready and she can start working for us once we have approval from CDPH.

Health Worker II 2586

\$62,998 - \$76,934

Health Worker III 2587

\$68,952-\$84,162.00

Health Worker IV 2588

\$80,522-\$98,384.00

Also, I just noticed that I put the incorrect amount for TEMP. It should be \$11,957.00 instead of

\$11,917.00. I apologized for this mistake. Thank you. I really appreciate your help and support.

Rita Watt

Budget Analyst

Office of Operations, Finance & Performance Management

Populations Health Division, San Francisco Department of Public Health

25 Van Ness Avenue, Suite 200, San Francisco, CA, 94102

Telecommuting: 415-613-8898

From: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Sent: Thursday, June 17, 2021 11:57 PM

To: Watt, Rita (DPH) <rita.watt@sfdph.org>

Subject: RE: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Rita,

I hope that this message finds you well.

Once again, thank you for submitting the budget revision for the STD Prevention and Collaboration grant. I have reviewed your request and have one question:

For FY 21/22, would you please provide me with the classification for the TEMP along with the monthly salary, percent of time and months on project?

Thank you,

Adriana Cervantes

Contracts and Procurement Analyst

CDPH- STD Control Branch

Business Operations Support Section

1616 Capitol Ave., MS 7320

Sacramento, CA 95814

P: (916) 552-9788 | F: (916) 636-6755 | E: Adriana.Cervantes@cdph.ca.gov

CONFIDENTIALITY NOTICE WARNING: The information contained in this e-mail document is confidential and is intended only to be viewed by the recipient(s) listed above. If you are not the intended recipient(s), you are hereby notified that any distribution or copying of this document is strictly prohibited. If you have received this document in error, please contact the sender listed above and destroy the document(s).

From: Watt, Rita (DPH) <rita.watt@sfdph.org>

Sent: Monday, June 14, 2021 4:45 PM

To: STDLHJContracts <STDLHJContracts@cdph.ca.gov>

Cc: Cervantes, Adriana@CDPH <Adriana.Cervantes@cdph.ca.gov>

Subject: STD Program Mgmt & Collaboration(Grant Agreement# 19-10971) - FY20/21 Carryforward and FY22/23,FY23/24 Budget Revision Request

Dear Grants Management Officer/Specialist,

This email is to request approval to carryover unspent FY20/21 funds for use in FY21/22 and to revise FY22/23-FY23/24 budget. Please contact Rita Watt at (415)613-8898 or rita.watt@sfdph.org if you have any questions or need additional information.

Sincerely,

Rita Watt

Budget Analyst

Office of Operations, Finance & Performance Management

Populations Health Division, San Francisco Department of Public Health

25 Van Ness Avenue, Suite 200, San Francisco, CA, 94102

Telecommuting: 415-613-8898