

BOARD of SUPERVISORS



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MEMORANDUM

BUDGET AND FINANCE COMMITTEE SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Connie Chan, Chair
Budget and Finance Committee

FROM: Brent Jalipa, Assistant Clerk

DATE: June 9, 2023

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, June 13, 2023

The following files should be presented as a **COMMITTEE REPORT** at the Board Meeting on Tuesday, June 13, 2023, at 2:00 p.m. This item was acted upon at the special Budget and Finance Committee Meeting on June 8, 2023, at 9:30 a.m., by the votes indicated.

Item No. 45 File No. 230599
[Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention - San Francisco Project INVEST - \$9,818,147]

Resolution retroactively authorizing the Department of Public Health to accept and expend a grant in the amount of \$9,818,147 from the Centers for Disease Control and Prevention for participation in a program, entitled "San Francisco Project INVEST (INnovations that Value Equity and Strengthen Teams)," for the period of December 1, 2022, through November 30, 2027.

RECOMMENDED AS COMMITTEE REPORT

Vote: Supervisor Connie Chan - Aye
Supervisor Rafael Mandelman - Aye
Supervisor Ahsha Safai - Aye

c: Board of Supervisors
Angela Calvillo, Clerk of the Board
Anne Pearson, Deputy City Attorney
Alisa Somera, Legislative Deputy Director

File No. 230599

Committee Item No. 6

Board Item No. 45

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date June 9, 2023

Board of Supervisors Meeting Date June 13, 2023

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Project INVEST Summary</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Budget Justification - Strategy A1 Workforce</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Budget Justification - Strategy A2 Foundational Capabilities</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>DPH Memo on Retroactivity 5/24/23</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Committee Report Request Memo 6/5/2023</u>
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Completed by: Brent Jalipa Date June 1, 2023

Completed by: Brent Jalipa Date June 9, 2023

1 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention - San
2 Francisco Project INVEST - \$9,818,147]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**
4 **expend a grant in the amount of \$9,818,147 from the Centers for Disease Control and**
5 **Prevention for participation in a program, entitled “San Francisco Project INVEST**
6 **(INnovations that Value Equity and Strengthen Teams),” for the period of December 1,**
7 **2022, through November 30, 2027.**

8
9 WHEREAS, The Centers for Disease Control and Prevention (CDC) has agreed to
10 fund the Department of Public Health (DPH) in the amount of \$9,818,147 for participation in a
11 program, entitled “San Francisco Project INVEST” for the period of December 1, 2022,
12 through November 30, 2027; and

13 WHEREAS, The funds will be used to strengthen relevant workforce planning,
14 systems, processes, and policies by hiring, retaining, supporting, and training the workforce;
15 and

16 WHEREAS, Positions will be hired to support activities organized by Office of
17 Antiracism and Equity, support core organizational infrastructure, data visualization lead and
18 braid funding to bolster data infrastructure, and to support robust training and internship
19 opportunities; and

20 WHEREAS, The grant will fund the Populations Health Scholars program, strengthen
21 accountability and performance management, including reaccreditation by purchasing project
22 documentation tools, as well as strengthen contracts service, and developing a e-learning
23 module for Community Based Organizations (CBO) seeking to contract with DPH; and

24 WHEREAS, DPH will look to strengthen community partnership and engagement via
25 community consultants group for community input into strategic planning, launching

community of practice for community health workers, and strengthening partnership with Empowered Communities Program for all-hazards disaster preparedness efforts in Visitacion Valley; and

WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

WHEREAS, A request for retroactive approval is being sought because DPH received the revised notice of award on March 10, 2023, for a project start date of December 1, 2022; and

WHEREAS, The grant budget includes a provision for indirect costs in the amount of \$1,752,896; now, therefore, be it

RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant in the amount of \$9,818,147 from the CDC; and, be it

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

FURTHER RESOLVED, That the Director of Health is authorized to enter into the Agreement on behalf of the City.

1 Recommended: Approved: _____ /s/ _____
2 Mayor
3 _____ /s/ _____
4 Dr. Grant Colfax Approved: _____ /s/ _____
5 Director of Health Controller
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File Number: 230599
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **San Francisco Project INVEST (INnovations that Value Equity and Strengthen Teams)**

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

3. Contact Person: **Eduardo Sida** Telephone: **(628) 217-6322**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$9,818,147**

6a. Matching Funds Required: **\$0**

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

7a. Grant Source Agency: **Centers for Disease Control and Prevention**

b. Grant Pass-Through Agency (if applicable): **N.A.**

8. Proposed Grant Project Summary: **Reinforce and expand the public health workforce by hiring, retaining, supporting, and training the workforce. By strengthening relevant workforce planning, systems, processes, and policies. Hire a Permanent Civil position (PCS) deputy workforce development director, as required per the grantor. Hire a PCS program evaluator specialist for program evaluation, monitor performance measures and strengthen support for grant implementation, as required by grantor. Fund contract with Facente Consulting for early evaluation planning to submit Evaluation and Performance Monitoring Plan (EPMP) as required by the grantor. In addition, hire the following PCS positions to address key gaps: equity coordinator and equity health program planner to support activities organized by Office of Antiracism and Equity; grant analyst, Human Resources Services (HRS) liaison, and contracts coordinator for supporting core organizational infrastructure; data visualization lead and braid funding for Electronic Lab reporting manager to bolster data infrastructure; training officer, instructional designer, pathways coordinator to support robust training and internship opportunities, Public Relations/Communications officer focused on population health, Public Health Trainees at entry level for pathways into civil service positions. Fund the Populations Health Scholars program and support a whole genome sequencing informatics fellow. Promote advance opportunities via short term residencies as pathways to new positions and promoting reassignment opportunities and other mobility opportunities within the DPH. Sustain and support staff by convening a workforce development working group and strengthening staff well bring programs to improve staff engagement. Train new and existing public health staff by partnering with technical assistance providers, California Department of Public Health, University of California, San Francisco, and University of California, Berkely, and supporting staff to attend these trainings. Work with Public Health Institute to strengthen gathering and analysis of workforce data to finesse the workforce development plan and use the findings to guide workforce planning, development training,**

organizational structure and forecasting for future needs. Strengthen accountability and performance management, including reaccreditation by purchasing project documentation tools. Strengthening contracts service and developing a e-learning module for Community Based Organizations (CBO) seeking to contract with San Francisco Department of Public Health (SFPDH). Enhancing SFPDH's and Population Health Division (PHD)'s ability to use social media platforms and other digital communications strategies to reach priority populations with key public health messages and investing in media training for multilingual staff. Strengthening community partnership and engagement via community consultants group for community input into strategic planning, launching community of practice for community health workers, and strengthening partnership with Empowered Communities Program for all-hazards disaster preparedness efforts in Visitacion Valley. Launch leadership development fund and translate results from workforce analysis to inform PHD reorganization efforts.

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

Start-Date: **December 1, 2022**

End-Date: **November 30, 2027**

10a. Amount budgeted for contractual services: **\$934,757**

b. Will contractual services be put out to bid? **Yes**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **Yes**

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

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

b1. If yes, how much? **\$1,752,896**

b2. How was the amount calculated? **24.678% of Personnel cost**

c1. 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):

c2. If no indirect costs are included, what would have been the indirect costs? **N.A.**

12. Any other significant grant requirements or comments:

The grant does not require an ASO amendment and partially reimburses the department for the existing positions:

No.	Class	Job Title	FTE	Start Date	End Date
1	2232	2232 Co-Principal Investigator - CLI Director/Workforce Development Director	0.01	12/01/2022	11/30/2027
2	1314	Public Relations Officer	1.00	12/01/2022	11/30/2027
3	2589	Pathways Coordinator	1.00	12/01/2022	11/30/2027
4	2591	PHD Position Management/HR Liaison	1.00	12/01/2022	11/30/2027
5	1232	Training Officer/Workforce Development Specialist	1.00	12/01/2022	11/30/2027
6	1230	Instructional Designer/Distance Learning Specialist	1.00	12/01/2022	11/30/2027
7	2818	Equity Health Program Planner	1.00	12/01/2022	11/30/2027

8	2593	Equity Coordinator	1.00	12/01/2022	11/30/2027
9	1824	Data Visualization Lead	1.00	12/01/2022	11/30/2027
10	2803	Epidemiologist II- Electronic Lab Reporting Manager	0.50	12/01/2022	11/30/2027
11	2820	Senior Health Program Planner (Evaluation Specialist)	1.00	12/01/2022	11/30/2027
12	2593	Deputy Director of People Development (Workforce Development Manager)	2.00	12/01/2022	11/30/2027
13	9924	Public Service Aides	4.00	12/01/2022	11/30/2027
14	2119	Grants Analyst	1.00	12/01/2022	11/30/2027

We respectfully request for approval to accept and expend these funds retroactive to December 1, 2022. The Department received the notice of award on November 29, 2022. The AL # for this grant is 93.967.

Project Description: Project INVEST

Project ID: 10039699
Proposal ID: CTR00003398
Fund ID: 11580
Version ID: V101
Authority ID: 10001
Activity ID: 0001

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

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

<input checked="" type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

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

Toni Rucker, PhD
(Name)

DPH ADA Coordinator
(Title)

Date Reviewed: 4/6/2023 | 9:52 AM PDT

DocuSigned by:
Toni Rucker
/06282F7331F44D...
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Dr. Grant Colfax
(Name)

Director of Health
(Title)

Date Reviewed: 4/11/2023 | 9:47 AM PDT

DocuSigned by:
Greg Wagner
08627504750040F...
(Signature Required)

Greg wagner, COO for

8. **Proposed Grant Project Summary: Reinforce and expand the public health workforce by hiring, retaining, supporting, and training the workforce. By strengthening relevant workforce planning, systems, processes, and policies. Hire a PCS deputy workforce development director, as required per the grantor. Hire a PCS program evaluator specialist for program evaluation, monitor performance measures and strengthen support for grant implementation, as required by grantor. Fund contract with Facente Consulting for early evaluation planning to submit EPMP as required by the grantor. In addition, hire the following PCS positions to address key gaps: equity coordinator and equity health program planner to support activities organized by Office of Antiracism and Equity; grant analyst, HRS liaison, and contracts coordinator for supporting core organizational infrastructure; data visualization lead and braided funding for Electronic Lab reporting manager to bolster data infrastructure; training officer, instructional designer, pathways coordinator to support robust training and internship opportunities, Public Relations/Communications officer focused on population health, Public Health Trainees at entry level for pathways into civil service positions. Fund the Populations Health Scholars program and support a whole genome sequencing informatics fellow. Promote advance opportunities via short term residencies as pathways to new positions and promoting reassignment opportunities and other mobility opportunities within the DPH. Sustain and support staff by convening a workforce development working group and strengthening staff well bring programs to improve staff engagement. Train new and existing public health staff by partnering with technical assistance providers, CDPH, UCSF and UC Berkeley, and supporting staff to attend these trainings. Work with Public Health Institute to strengthen gathering and analysis of workforce data to finesse the workforce development plan and use the findings to guide workforce planning, development training, organizational structure and forecasting for future needs. Strengthen accountability and performance management, including reaccreditation by purchasing project documentation tools. Strengthening contracts service and developing a e-learning module for CBOs seeking to contract with SFDPH. Enhancing SFDPH's and PHD's ability to use social media platforms and other digital communications strategies to reach priority populations with key public health messages and investing in media training for multilingual staff. Strengthening community partnership and engagement via community consultants group for community input into strategic planning, launching community of practice for community health workers, and strengthening partnership with Empowered Communities Program for all-hazards disaster preparedness efforts in Visitation Valley. Launch leadership development fund and translate results from workforce analysis to inform PHD reorganization efforts.**

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
Population Health Division
Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems
CDC - RFA- OE22-2203
December 1, 2022 - November 30, 2027

		Strategy A1 Workforce	Strategy A2 Foundational Capabilities	Total Amount
	Personnel -			-
	2232 Co-Principal Investigator - CLI Director/Workforce Development Director	10,605		10,605
	1314 Public Relations Officer / Communications Specialist	417,664		417,664
	2589 Pathways Coordinator	345,904		345,904
	2591 PHD Position Management/HR Liaison	479,892		479,892
	1232 Training Officer/Workforce Development Specialist	299,676		299,676
	1230 Instructional Designer/Distance Learning Specialist	330,330		330,330
	2818 Equity Health Program Planner	297,414		297,414
	2593 Equity Coordinator	440,440	110,110	550,550
	1824 Data Visualization Lead	622,648		622,648
	2803 Epidemiologist II- Electronic Lab Reporting Manager	223,496		223,496
	2820 Senior Health Program Planner (Evaluation Specialist)*	478,292		478,292
	2593 Deputy Director of People Development (Workforce Development Manager)*	505,917		505,917
	9924 Public Service Aides (4 FTE)	218,080		218,080
	2119 Grants Analyst	405,392		405,392
				-
				-
	Fringe benefits 36.97%	1,876,505	40,708	1,917,213
				-
	Travel	6,000	-	6,000
				-
	Supplies	11,999	4,288	16,287
				-
	Contractual	600,932	333,825	934,757
				-
	Other		5,135	5,135
				-
	Indirect Costs	1,715,677	37,219	1,752,896
Total		9,286,862	531,285	9,818,147

Note: This is the revised budget proposal that was submitted to the grantor after the original NOA was received and that the grantor has provided approval for the revised budget on 02/24/2023 with a revised NOA to be received within 30 days

San Francisco Department of Public Health, Population Health Division
Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems
CDC - RFA- OE22-2203

Budget Justification - Strategy A1 Workforce
December 1, 2026 - November 30, 2027

A. SALARIES AND WAGES

Position Title and Name	Annual Salary	Time	Months	Amount Requested
Principal Investigator - PHD Director/Health Officer S. Philip	\$ 317,590	5%	60	In kind
Co-Principal Investigator - CLI Director/Workforce Development Director J. Fuchs	\$ 305,682	20% (1% funded)*	60	\$ 2,121
1314 Public Relations Officer / Communications Specialist	\$ 104,416	100%	12	\$ 104,416
2589 Pathways Coordinator	\$ 86,476	100%	12	\$ 86,476
2591 PHD Position Management/HR Liaison	\$ 119,973	100%	12	\$ 119,973
1232 Training Officer/Workforce Development Specialist	\$ 99,892	100%	7	\$ 58,270
1230 Instructional Designer/Distance Learning Specialist	\$ 110,110	100%	7	\$ 64,231
2818 Equity Health Program Planner	\$ 99,138	100%	7	\$ 57,831
2593 Equity Coordinator	\$ 110,110	100%	7	\$ 64,231
1824 Data Visualization Lead	\$ 155,662	100%	7	\$ 90,803
2803 Epidemiologist II- Electronic Lab Reporting Manager	\$ 111,748	50%	7	\$ 32,593
2820 Senior Health Program Planner (Evaluation Specialist)	\$ 114,790	100%	9	\$ 86,093
2593 Deputy Director of People Development (Workforce Development Manager)	\$ 121,420	100%	9	\$ 91,065
9924 Public Service Aides (1 FTE)	\$ 54,520	100%	12	\$ 54,520
2119 Grants Analyst	\$ 101,348	100%	12	\$ 101,348
Total Salaries				\$ 1,013,970

Job Descriptions

1. Principal Investigator - PHD Director/Health Officer

Dr. Susan Philip is the Health Officer for the City and County of San Francisco and the Director of the Population Health Division of the San Francisco Department of Public Health. She provides the vision and leadership to effectively motivate and direct staff in developing and achieving goals and objectives that are congruous with the mission, values and strategic plan for the Department of Public Health. As Health Officer, her focus is on supporting all communities to have equal opportunities for good health, during and beyond the pandemic. She has worked for SFDPH since 2005 and has previously served as a Deputy Health Officer and the Director of the Disease Control and Prevention branch in the Population Health Division. In that role, she oversaw population level clinical, biomedical, disease intervention efforts to reduce communicable and chronic diseases in San Francisco.

2. Co-Principal Investigator - CLI Director/Workforce Development Director

Dr. Jonathan Fuchs is the Director of the Center for Learning and Innovation at the San Francisco Department of Public Health, Director of Collective Impact for the UCSF California PTBi and Associate Director of the PTBi post-doctoral fellowship. He leads CLI as a center for excellence in training and workforce development. The mission of CLI is to foster a culture of learning, trust, and innovation within SFDPH and to share local expertise with regional and national partners. CLI's activities fall within four key areas: professional development for PHD staff, creating career pathways through meaningful internships, facilitation support for innovation projects, and capacity building for external partners. **This role will serve as the Workforce Director which is responsible for workforce development, employee engagement and innovation. As PHD's existing Workforce Development Director, Dr. Fuchs will have 19% of his effort covered by the City of San Francisco General Fund and 1% funded through OE22-2203 each year to be compliant with NOFO requirements. Funding level is capped at 1% of Executive II (currently \$212,100)**

3. 1314 Public Relations Officer

The Public Relations Officer will support media, presentations, digital content, communications and collaborations with the various internal and external stakeholders, including CBOs and health system entities. Works with DPH Communications, reviews media plans, and supports outreach and engagement work. The Public Relations Officer will be dedicated to PHD-wide initiatives, as well as neighborhood response work, overseeing community messaging, liaising with PIO during emergencies, and coordinating media training for qualified bilingual staff.

4. 2589 Pathways Coordinator

The Pathways Coordinator will oversee and manage workforce development programs, including programs to recruit trainees at all levels (undergraduates, masters and doctoral level training). The Pathways coordinator will also manage and provide stipends to students, many of whom are from underrepresented backgrounds and are unable to participate in unpaid internships in public health while in school. The novel pathways coordinator will liaise with community and academic leaders from 4 Bay Area community colleges and universities to recruit trainees. Increased the duration from 40 to 48 months to be comparable to other positions requested through this mechanism.

5. 2591 PHD Position Management/HR liaison

The PHD Positions Management Coordinator will coordinate the PHD hiring process as a liaison between HR, hiring managers, and Finance teams. They will lead the PHD-HR meetings, manage PHD Hiring Plan/prioritization grid, and generate the Vacancy Report. They will submit required documents and update hiring managers on the hiring status. They will assist hiring managers with interview panels and scheduling and serve as a Subject Matter Expert (SME) for eMerge and other HR reports.

6. 1232 Training Officer/Workforce Development Specialist

The Training Officer/Workforce Development Specialist will work with the staff within CLI and PHD to implement a wide range of in-person and online training approaches including interactive workshops, eLearning courses, webinars, and other training experiences. The Training Officer/Specialist will research training needs, develop and design training, and lead presentations. The Training Officer/Specialist will also facilitate and coach participants to support on-going learning and collect and analyze training data to report on the effectiveness of learning opportunities.

7. 1230 Instructional Designer/Distance Learning Specialist

The Instructional Designer/Distance Learning Specialist will work with the staff within CLI and PHD to implement a wide range of online training approaches including eLearning courses, webinars, and peer-to-peer learning communities. The Instructional Designer will work closely with subject matter experts to assess the training needs of a wide range of learners to develop customized capacity building plans and convene interactive, longitudinal learning communities using web-based video conferencing software such as Zoom. The Instructional Designer will also make use of CLI's Group site web-based portal to maintain a repository of online learning resources (e.g. videos, toolkits, lectures) and serve as the principal administrator of CLI's WordPress-based Learning Management System. Finally, this position will collaborate with the overall CLI team to assist with evaluation and reporting efforts while maintaining the highest standards for interactive learning to promote public health competencies.

8. 2818 Equity Health Program Planner

Under the direction of the Director of OARE, the Equity Program Planner will support the creation of the Office of Anti-Racism & Equity by providing backbone support to the leadership team. This position will plan, research, analyze and evaluate equity programs, internally to the department and externally for the best practices to incorporate into the newly formed office. The position will draft recommendations to develop PHD's OARE programs and will assist in the development and finalization of the division-wide action plan. The Equity Program Planner will research and conduct assessments for workforce development tools and trainings around equity topics including racism, social justice, and systemic inequities.

9. 2593 OARE Equity Coordinator

This position will develop, coordinate and track the progress of PHD-specific action steps that support and promote DPH's Racial Equity Action Plan (REAP), CDC Public Health Infrastructure Health Equity, and to advance the Office of Anti-Racism and Equity (OARE) strategic goals and objectives. They will plan, develop and coordinate the implementation of PHD's Racial Equity Objectives, including to all PHD Branches and Programs/Services and Community Based Organizations and Partners. They will liaise with Faith-Based & Community Based Organizations, including Interns, Ambassadors, Community Health Workers, etc. to bring awareness of historical trauma and how its impacts affect our most vulnerable populations. They will inform, educate and align with PHD Racial Equity action planning.

10. 1824 Data Visualization Lead

The 1824 lead for the Data Visualization and Reporting (DVR) team within the Epidemiology and Surveillance Section of the DPH COVID Task Force manages a team of 5 data analysts and data quality managers, and guides and supervises their work, which includes: maintaining the City's public facing COVID-19 tracker on sf.gov; creating and modifying internal dashboards to meet Task Force operational needs (e.g. vaccination, testing, and therapeutics metrics to inform distribution, site locations, and outreach messages); providing training for SMEs and other key stakeholders on the use and interpretation of data dashboards; and responding to data requests from internal and external stakeholders including the media, Board of Supervisors, and Mayor's Office. Their team is responsible for all data-related needs for COVID-19 hospitalizations, therapeutics, and vaccinations, and operational and public-reporting of cases and testing data. They work with the COVID Data Governance Analyst and Data collaborators to ensure that publicly reported and other disseminated COVID data follow standards for ensuring privacy, confidentiality, and equity of access while maximizing data transparency for the public.

11. 2803 Epidemiologist II- Electronic Lab Reporting Manager

The Epidemiologist II (2803) will lead the process of vetting lab results from beginning to end, in coordination with IT; to work directly with the state, and to serve as a representative for our department in communications regarding ELR received to our local health department (LHD) across all disease programs; to work with the Health Officer in issuing directives pertaining to requirements for labs within our jurisdictions, and to ensure compliance of our local laboratories; to map information workflows for health programs onboarding to MAVEN by engaging multiple stakeholders, and to develop new or improved information workflows using process improvement tools and techniques; to write reports/develop dashboards for external communication in coordination with other relevant staff (program staff, laboratorians, state or federal counterparts, etc.).

12. 2820 Senior Health Program Planner (Evaluation Specialist)

The Evaluation Specialist will be responsible for the collection of data/information about the activities and outcomes of programs and interventions, working in collaboration with the Component B national partners/Evaluation Team, and is responsible for overall grant reporting, submission of the progress reports and EPMP. The evaluation specialist will facilitate with consultants and stakeholders progress updates, and conduct internal evaluation activities based on grant performance measures, and the organization's participation in relevant national organizational and workforce assessments.

13. 2593 Deputy Director of People Development (Workforce Development Manager)

The Deputy Director of People Development will be responsible for strategy and for supporting the workforce and organizational culture and the well-being of the workforce by designing, leading, and implementing strategies to close gaps identified in PH-WINS survey. The Deputy Director or People Development supports PHD Branch Directors through partnership, consultation, coaching, and mentoring, and promotes growth within the organization. They will work with HR to develop and disseminate data on employee health, equity, diversity, and inclusion.

14. Public Service Aides

The public service aide position is a one year paid internship to work as an associate to professionals while learning new skills. The program supporting Public Service Aides recruits from communities and establishes a continual pipeline of qualified workers for the City & County of San Francisco. These Public Service Aide positions provide an introduction to career options, provide role models and mentors and additional HR coaching and training, while allowing incumbents to learn about the work environment, and then the option to transition to a permanent civil service position after completion of the program.

15. 2119 Grants Analyst

This position will be responsible for supporting grants and project management of the Public Health Infrastructure grant to ensure that workplans, deliverables, and timelines are within the target dates; will work with the grants management unit to track progress and report updates to the CDC or requesting agencies; will liaise and collaborate with PHD Executive Leaders, Branch Directors/Managers, Workforce development designated Leads, Finance, Heluna Health Contracts Administrator, Human Resources Services, and/or other staff as part of public health infrastructure activities and milestones. This position is programmatic lead for contracts and works with contractors and consultants to ensure appropriate contract development and invoice submission. Updated classification to meet needs of the grants management unit.

B. MANDATORY FRINGES (36.97% x salaries)

This line item is based on actual fringes for each employee, which average 36.97% of salaries. \$ 374,865

C. TRAVEL

Subtotal \$ 1,000

\$1000 x 1 staff Travel to APHA and NACCHO or similar public health conferences for professional networks, training, and grantee meeting for OE22-2203, and related flights, lodging, ground transportation. Estimated \$450 for round-trip plane ticket to Atlanta, Georgia or Denver, Colorado. Estimate of \$550 on lodging or other travel expenses such as ground transportation, M&IE for a 2-3 day conference. Estimated \$100 for ground transportation, M&IE for a 2-3 day conference. Estimated \$450 for round-trip plane ticket to Atlanta, Georgia or Denver, Colorado. Estimate of \$550 on lodging or other travel expenses such as ground transportation, M&IE for a 2-3 day conference. \$ 1,000

D. EQUIPMENT

\$ -

E. SUPPLIES

Subtotal \$ 306

Office supplies (paper, notebooks, pens, binders, flipcharts, whiteboards) \$ 305.60
Computers/Laptops

F. CONSULTANTS/SUBCONTRACTORS

Subtotal \$ 36,413

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

Method of Selection: RFQ # 36-2017

Period of Performance: March 1, 2022 - October 31, 2027

Total Contract Amount: \$ 36,413

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 crucial grant-support work.

SALARIES AND BENEFITS \$ 16,000

Position Title and Name	Annual	Months	Amount Request
Population Health Scholars (2 scholars/year)	\$ 16,000	12 months	\$ 16,000

Population Health Scholars - Funds will be used to recruit and provide Population Health Scholars' stipends. This program would attract undergraduates from historically underrepresented backgrounds in science and public health to participate in a 12-week mentored research internship that leads into pathways for SFDPH employment.
\$8,000 per scholar (400 hours x \$20/hr) x 2 scholars/year x 4 years.

SUPPLIES

Staff Engagement (including books, materials, supplies, and light	\$	18,365
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PHFE/Heluna Health Indirect at 12.8% based on federally negotiated rate	\$	2,048
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Total PHFE/Heluna Health Budget	\$	36,413
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H. TOTAL DIRECT COSTS**I. TOTAL INDIRECT COSTS**

24.678% of Personnel based on current ICR	\$	342,737
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J. TOTAL COSTS

San Francisco Department of Public Health, Population Health Division
Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems
CDC - RFA- OE22-2203

BUDGET JUSTIFICATION		
December 1, 2026 - November 30, 2027		
Salaries.....	\$	1,013,970
Fringe Benefits.....	\$	374,865
Travel.....	\$	1,000
Equipment.....	\$	-
Supplies.....	\$	306
Contractual.....	\$	36,413
Other.....	\$	-
Total Direct.....	\$	1,426,553
Indirect Costs.....	\$	342,737
24.678% of Personnel based on current ICR		
Total.....	\$	1,769,290

**San Francisco Department of Public Health, Population Health Division
Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems
CDC - RFA- OE22-2203**

**Budget Justification - Strategy A2 Foundational capabilities
December 1, 2022 - November 30, 2023**

A. SALARIES AND WAGES **\$ 110,110**

Position Title and Name	Annual Salary	Time	Months	Amount Requested
Principal Investigator - PHD Director/Health Officer S. Philip	\$ 317,590	5%	12	In Kind
Co-Principal Investigator - CLI Director J. Fuchs	\$ 305,682	20%	12	In Kind
2593 PHD Contracts Lead	\$ 110,110	100%	12	\$ 110,110
Total Salaries				\$ 110,110

Job Description

1. Principal Investigator - PHD Director/Health Officer

Dr. Susan Philip is the Health Officer for the City and County of San Francisco and the Director of the Population Health Division of the San Francisco Department of Public Health. She provides the vision and leadership to effectively motivate and direct staff in developing and achieving goals and objectives that are congruous with the mission, values and strategic plan for the Department of Public Health. As Health Officer, her focus is on supporting all communities to have equal opportunities for good health, during and beyond the pandemic. She has worked for SFDPH since 2005 and has previously served as a Deputy Health Officer and the Director of the Disease Control and Prevention branch in the Population Health Division. In that role, she oversaw population level clinical, biomedical, disease intervention efforts to reduce communicable and chronic diseases in San Francisco.

2. Co-Principal Investigator - CLI Director

Dr. Jonathan Fuchs is the Director of the Center for Learning and Innovation at the San Francisco Department of Public Health, Director of Collective Impact for the UCSF California PTBi and Associate Director of the PTBi post-doctoral fellowship. He leads CLI as a center for excellence in training and workforce development. The mission of CLI is to foster a culture of learning, trust, and innovation within SFDPH and to share local expertise with regional and national partners. CLI's activities fall within four key areas: professional development for PHD staff, creating career pathways through meaningful internships, facilitation of support for innovation projects, and capacity building for external partners.

3. PHD Contracts Lead

The PHD Contracts Lead will coordinate contracts with vendors, programs, budget and contract analysts. The lead will prepare documentation before it gets submitted to DPH Business Office; provide technical assistance; work with programs to prepare contract notification request forms and send out Funding notification to vendors; and track contracts across PHD programs. Having a contracts subject matter expert within PHD Operations to track and expedite contracts so that work with community based organizations in a streamlined manner is crucial to collective impact work within communities. **Depending on funding stream, we anticipate to continue this position through years 2-5.**

B. MANDATORY FRINGES (36.97% x salaries) **\$ 40,708**

This is based on actual fringes for each employee, which average 36.97% of salaries.

C. TRAVEL **\$ -**

D. EQUIPMENT **\$ -**

E. SUPPLIES **\$ 4,288**

Books, materials and supplies for training, leadership coaching and mentoring

F. CONSULTANTS/SUBCONTRACTORS **\$ 333,825**

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

Method of Selection: RFQ# 36-2017

Period of Performance: March 1, 2023 - October 31, 2023

Total Contract Amount: \$ 258,825

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 crucial grant-support work.

Subcontract \$ 229,455

Consultant	Rate	Hours	Total
Community Consultant Group for 10 consultants at 8 sessions/year	\$ 13,080	flat rate	\$ 13,080
Vivayic (e-Learning module)	\$ 21,800	flat rate	\$ 21,800
learnsfdph.org (learning management system)	\$ 25,000	flat rate	\$ 25,000
Leadership development fund	\$ 104,175	TBD	\$ 104,175
Public Health Institute	\$ 65,400	TBD	\$ 65,400

Community Consultant Group - Resources dedicated to barrier removals (include support for transportation, meals, and childcare) for lay persons with lived experience to attend and contribute their expertise to inform foundational capabilities and strategic planning.

Vivayic - Funds will be used to provide expertise in media/content creation, create module on contracting process and training video.

learnsfdph.org - Funds will be used to fund the Learning Management System, Learnsfdph.org, which is the online platform for the external community partners/users to access learning.

Leadership development fund - The leadership development fund will provide professional and career development opportunities, such as large format training as well as individual coaching for staff leaders to support their growth and development. Funds will be used for hiring consultants, coaches, honoraria speakers/faculty, and hosting community practice sessions. Includes supplying meeting materials, supporting costs related to convening and trainings, and light refreshments for the community practice or coaching sessions.

Public Health Institute - Funds will be used to conduct Workforce Strategic Planning and Gap Analysis, compile findings and recommendations. Public Health Institute will assist in creating a comprehensive workforce development plan and strategy. Their findings will assist in succession planning, identifying, and recommending steps for creation of standardized career ladders/pathways and organizational structure across divisions, and inform future needs and budget requests for staffing the department.

PHFE/Heluna Health Indirect at 12.8% based on federally negotiated rate \$ 29,370

Total PHFE/Heluna Health Budget \$ 258,825

Name of Organization: TBD Consultant for digital communications strategy

Method of Selection: TBD City RFP

Period of Performance: March 1, 2023 - October 31, 2023

Total Contract Amount: \$ 75,000

Method of Evaluation: Digital communications strategy and media consultant will be evaluated based on the completion of the analyses, the finalization of the report of finding and gaps, and the summary of communications strategies to implement.

Scope of Work: Consultant will provide analyses of the current state and compile findings and recommendations for digital communications, and conduct strategic planning for a media/ communication strategy for targeting specific neighborhoods. Heluna Health will solicit contractor(s) and provide financial management, payment of contractor(s), and operational expenses, and ensure timely and accurate invoices.

Estimated Budget: Consultant Service Hours 300 hours @ \$250/ hour

Total Consultant for Digital Communications Budget \$ 75,000

G. OTHER \$ 5,135

NACCHO360 Conference Registration, or other similar public health conference	\$	1,150	\$	27,542
APHA Conference Registration and Membership, or similar public health conference and membership	\$	985		
10 Smartsheet licenses as a project management tool to coordinate across teams	\$	3,000		
H. TOTAL DIRECT COSTS			\$	494,066
I. TOTAL INDIRECT COSTS			\$	37,219
24.678% of Personnel based on current ICR				
J. TOTAL COSTS			\$	531,285

**San Francisco Department of Public Health, Population Health Division
Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems
CDC - RFA- OE22-2203**

**Budget Justification - Strategy A2 Foundational capabilities
December 1, 2022 - November 30, 2023**

Salaries.....	\$	110,110
Fringe Benefits.....	\$	40,708
Travel.....	\$	-
Equipment.....	\$	-
Supplies.....	\$	4,288
Contractual.....	\$	333,825
Other.....	\$	5,135
Total Direct.....	\$	494,066
Indirect Costs.....	\$	37,219
24.678% of Personnel based on current ICR		
Total.....	\$	531,285



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Centers for Disease Control and Prevention

Notice of Award

Award# 6 NE11OE000071-01-01

FAIN# NE11OE000071

Federal Award Date: 03/10/2023

Recipient Information

1. Recipient Name

CITY & COUNTY OF SAN FRANCISCO
101 Grove St
San Francisco, CA 94102-4505
[NO DATA]

2. Congressional District of Recipient

12

3. Payment System Identifier (ID)

1946000417C5

4. Employer Identification Number (EIN)

946000417

5. Data Universal Numbering System (DUNS)

103717336

6. Recipient's Unique Entity Identifier (UEI)

DCTNHRGU1K75

7. Project Director or Principal Investigator

Mr. Jonathan D. Fuchs
Director, Center for Learning & Innovation
jonathan.fuchs@sfdph.org
(415) 336-1290

8. Authorized Official

Mr. Eduardo Sida
Grants Manager
eduardo.sida@sfdph.org
628-217-6322

Federal Agency Information

CDC Office of Financial Resources

9. Awarding Agency Contact Information

Mrs. Rhonda Latimer
Grants Management Officer
ITO1@cdc.gov
7704881647

10. Program Official Contact Information

Marit Boiler
Program Officer
uhb8@cdc.gov
1111111111

Federal Award Information

11. Award Number

6 NE11OE000071-01-01

12. Unique Federal Award Identification Number (FAIN)

NE11OE000071

13. Statutory Authority

317(K)(2) OF PHSA 42USC 247B(K)(2)

14. Federal Award Project Title

San Francisco Project INVEST (INnovations that Value Equity and Strengthen Teams)

15. Assistance Listing Number

93.967

16. Assistance Listing Program Title

CDC's Collaboration with Academia to Strengthen Public Health

17. Award Action Type

Budget Revision

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date 12/01/2022 - **End Date** 11/30/2023

20. Total Amount of Federal Funds Obligated by this Action \$0.00

20a. Direct Cost Amount (\$1,668,997.00)

20b. Indirect Cost Amount \$1,668,997.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$9,818,147.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$9,818,147.00

26. Period of Performance Start Date 12/01/2022 - **End Date** 11/30/2027

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$9,818,147.00

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Judith Davis
N/A

30. Remarks



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 6 NE11OE000071-01-01

FAIN# NE11OE000071

Federal Award Date: 03/10/2023

Recipient Information

Recipient Name

CITY & COUNTY OF SAN FRANCISCO
101 Grove St
San Francisco, CA 94102-4505
[NO DATA]

Congressional District of Recipient

12

Payment Account Number and Type

1946000417C5

Employer Identification Number (EIN) Data

946000417

Universal Numbering System (DUNS)

103717336

Recipient's Unique Entity Identifier (UEI)

DCTNHRGU1K75

31. Assistance Type

Project Grant

32. Type of Award

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	\$5,185,859.00
b. Fringe Benefits	\$1,917,213.00
c. Total Personnel Costs	\$7,103,072.00
d. Equipment	\$0.00
e. Supplies	\$16,287.00
f. Travel	\$6,000.00
g. Construction	\$0.00
h. Other	\$5,135.00
i. Contractual	\$934,757.00
j. TOTAL DIRECT COSTS	\$8,065,251.00
k. INDIRECT COSTS	\$1,752,896.00
l. TOTAL APPROVED BUDGET	\$9,818,147.00
m. Federal Share	\$9,818,147.00
n. Non-Federal Share	\$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-9390JXA	23NE11OE000071A2	OE	410U	93.967	\$0.00	75-2224-0943
3-9390LIZ	23NE11OE000071A1C6	OE	410U	93.967	\$0.00	75-X-0140



DEPARTMENT OF HEALTH AND HUMAN SERVICES Notice of Award

Centers for Disease Control and Prevention

Award# 6 NE11OE000071-01-01

FAIN# NE11OE000071

Federal Award Date: 03/10/2023

Direct Assistance

BUDGET CATEGORIES	PREVIOUS AMOUNT (A)	AMOUNT THIS ACTION (B)	TOTAL (A + 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
Total	\$0.00	\$0.00	\$0.00

AWARD ATTACHMENTS

CITY & COUNTY OF SAN FRANCISCO

6 NE11OE000071-01-01

1. T&C for revised budget OE000071

The purpose(s) of this amended Notice of Award is to approve the revised budget request submitted by your organization dated February 13, 2023. Funds have been distributed as indicated in the approved budget of this Notice of Award.

Key Personnel: The purpose of this amendment is to approve the Principal Investigator/Program Director change to Dr. Jonathan Fuchs. This is in response to the request submitted by your organization dated February 13, 2023.

The budget revision request dated February 13, 2023, is approved with this Notice of Award. Prior approval is required for any additional budgetary changes during this budget period.

- Must provide staff names and hire date for salaried positions listed as TBD. This information is to be submitted via grant note.
- Must provide all TBD information for contractors/consultants elements for review and approval once the contractor/consultant is selected. Include the method of selection for all contractors.

Administrative Correction to add Terms and Conditions for COVID funding:

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.

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.

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, and reasonable.

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 Office

Member, Board of Supervisors
District 1




City and County of San Francisco

CONNIE CHAN

陳詩敏

第一區市參事

DATE: June 5, 2023
TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Supervisor Chan 
Chairperson

RE: Budget and Appropriations Committee
COMMITTEE REPORT

Pursuant to Board Rule 4.20, as Chair of the Budget and Finance Committee, I have deemed the following matters to be of an urgent nature and request that each be considered by the full Board on June 13, 2023, as Committee Reports:

230597 [Contract Amendment – Regents of the University of California - Behavioral Health Services for Children, Youth and Families - - Not to Exceed \$20,098,073]

230598 [Contract Amendment – Retroactive - The Regents of the University of California - Mental Health Services for Infant Parent Program - Not to Exceed \$14,647,481]

230599 [Accept and Expend Grant - Retroactive - Centers for Disease Control and Prevention - San Francisco Project INVEST - \$9,818,147]

230600 [Accept and Expend Grant - Retroactive - California Department of Public Health - Physicians for a Healthy California - COVID-19 Test to Treat Equity Grant - \$500,000]

230601 [Accept and Expend Grant - Retroactive - California Department of Public Health - Syphilis Outbreak Strategy (SOS) Grant - \$2,668,251]

These matters will be heard at a special Budget and Finance meeting on June 9, 2023, at 9:30 am.



London N. Breed
Mayor

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Dr. Grant Colfax
Director of Health

DATE: 5/24/2023

SUBJECT: Grant Accept and Expend

GRANT TITLE: San Francisco Project INVEST (INnovations that Value
Equity and Strengthen teams)- \$9,818,147

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

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

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

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

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

Certified copy required Yes ☐

No ☒



San Francisco Department of Public Health

Grant Colfax, MD
Director of Health

City and County of San Francisco
London N. Breed
Mayor

Memorandum

To: Honorable Members of the Board of Supervisors

From: San Francisco Department of Public Health

Date: Wednesday, May 24, 2023

Re: Accept and Expend San Francisco Project INVEST (INnovations that Value Equity And Strengthen Teams)

This Resolution seeks authorization for the Department of Public Health to retroactively accept and expend funds in the amount of \$9,818,147 from the Centers for Disease Control and Prevention (CDC). Due to the delay in receiving grantor approval for the budget draft, the review and approval from the Controller's office and the Mayor's office, we are requesting the accept and expend to be scheduled for the next Budget and Finance committee.

We humbly request retroactive authorization as we received the notice of award on November 29, 2022, for a project start date of December 1, 2022. When the notice of award was received on November 29, 2022, we had submitted the budget for a pre-review to the grantor on December 22, 2022, and the final budget to the grantor on January 17, 2023. After ongoing discussion and edits to the budget narrative, the grantor approved the budget and forwarded the revised Notice of Award on March 10, 2023. Please contact Greg Wong, grants analyst, at greg.wong@sfdph.org for any questions about this request for retroactive authorization.