

File No. 231237

Committee Item No. 1

Board Item No. 1

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date January 24, 2024

Board of Supervisors Meeting

Date February 6, 2024

### Cmte Board

- Motion
- Resolution
- 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
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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

- Scope of Work
- OCME Presentation 1/17/2024
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_

Completed by: Brent Jalipa

Date January 18, 2024,

Completed by: Brent Jalipa

Date January 25, 2024

1 [Accept and Expend Grant - Retroactive - Overdose Prevention Initiative - California  
2 Department of Public Health –Substance and Addiction Prevention Branch - ~~Overdose~~  
3 ~~Prevention Initiative~~ Amendment to Annual Salary Ordinance - Fiscal Years 2023-2024 and  
4 2024-2025 - \$1,086,740.83]

4 **Ordinance retroactively authorizing the Office of the Chief Medical Examiner to accept**  
5 **and expend a grant in the amount of \$1,086,740.83 from the California Department of**  
6 **Public Health, Substance and Addiction Prevention Branch; and amending Ordinance**  
7 **No. 145-23 (Annual Salary Ordinance for Fiscal Years (FYs) 2023-2024 and 2024-2025)**  
8 **to provide for and authorizing the addition of grant-funded temporary Class 2403**  
9 **Forensic Laboratory Analyst, Class 2456 Forensic Toxicologist, and Class 2457**  
10 **Forensic Toxicologist Supervisor positions, as required, for the period beginning**  
11 **December 1, 2023, through June 30, 2028.**

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

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

19 **Section 1. Findings.**

20 (a) The California Department of Public Health (CDPH) has a mission to protect the  
21 health of all Californians, which includes reducing rates of drug misuse and overdose.

22 (b) CDPH’s Overdose Prevention Initiative, under CDPH’s Substance and Addiction  
23 Prevention Branch, receives federal funding from the Centers for Disease Control and  
24 Prevention to address this significant public concern In California.

1 (c) San Francisco’s Office of the Chief Medical Examiner has applied to CDPH for, and  
2 expects to receive, a grant to provide enhanced forensic toxicology services in order to  
3 monitor novel psychoactive substances (NPS) prevalence and perform assessment studies  
4 with subsequent reporting to policymakers and stakeholders.

5 (d) The grant award period is from December 1, 2023 through June 30, 2028.  
6

7 **Section 2. Authorization to accept and expend grant funds.**

8 (a) The Board of Supervisors hereby authorizes the Office of the Chief Medical  
9 Examiner to retroactively accept and expend, on behalf of the City and County of San  
10 Francisco, grant funds from the CDPH Substance and Addiction Prevention Branch in the  
11 amount of \$1,086,740.83, to provide enhanced forensic toxicology services in order to monitor  
12 ~~novel psychoactive substances (NPS)~~ prevalence and perform assessment studies with  
13 subsequent reporting to policymakers and stakeholders.

14 (b) The Board of Supervisors hereby authorizes the Office of the Chief Medical  
15 Examiner to maximize use of available grant funds on program expenditures by not including  
16 indirect costs in the grant budget, and by waiving indirect costs.

17 (c) The Board of Supervisors hereby authorizes the Office of the Chief Medical  
18 Examiner, or the Office of the Chief Medical Examiner’s designee, to furnish whatever  
19 additional information or assurances CDPH may request in connection with the Substance  
20 and Addiction Prevention Branch grant, to execute any and all agreements or other  
21 documents, and to take any other steps necessary to accept, distribute and expend the grant  
22 funds.  
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1           **Section 3. Grant-funded temporary position for Fiscal Years 2023-2024, 2024-**  
 2 **2025, 2025-2026, 2026-2027, and 2027-2028-; Amendment to Annual Salary Ordinance**  
 3 **for Fiscal Years 2023-2024 and 2024-2025**

4  
 5           (a) The Office of the Chief Medical Examiner is hereby authorized to add temporary  
 6 grant-funded positions as necessary as listed below, each authorized at the maximum  
 7 compensation level and in combination up to the maximum concurrent quantity of positions  
 8 listed, to be paid up to but not in excess of the total amount listed in Section 2(a) above,  
 9 although each listed position may not be filled:

10           Division:     284641 ADM Medical Examiner  
 11           Fund:         12550  
 12           Fund Name: SR Grants; GSF Continuing

Fiscal Years	No. of concurrent Positions (up to)	Class	Department
2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028	0-3.0- <del>TEX</del>	2403 Forensic Laboratory Analyst	ADM
2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028	0-3.0- <del>TEX</del>	2456 Forensic Toxicologist	ADM
2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028	0-3.0- <del>TEX</del>	2457 Forensic Toxicologist Supervisor	ADM

24 (b) Ordinance No. 145-23 (Annual Salary Ordinance File No. 230645 for FYs 2023-2024, and  
 25 2024-2025) is hereby amended to add the positions as listed above.

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APPROVED AS TO FORM:  
DAVID CHIU, City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

By: /s/ \_\_\_\_\_

By: /s/ \_\_\_\_\_

GLENN M. LEVY  
Deputy City Attorney

CAROL ISEN  
Human Resources Director

APPROVED: /s/ \_\_\_\_\_

CARMEN CHU  
City Administrator

APPROVED: \_\_\_\_\_

BEN ROSENFELD  
Controller

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**REVISED LEGISLATIVE DIGEST**  
(Amended in Committee, 1/17/2024)

[Accept and Expend Grant - Retroactive - Overdose Prevention Initiative - California Department of Public Health - Substance and Addiction Prevention Branch - Amendment to Annual Salary Ordinance - Fiscal Years 2023-2024 and 2024-2025 - \$1,086,740.83]

**Ordinance retroactively authorizing the Office of the Chief Medical Examiner to accept and expend a grant in the amount of \$1,086,740.83 from the California Department of Public Health, Substance and Addiction Prevention Branch; and amending Ordinance No. 145-23 (Annual Salary Ordinance for Fiscal Years (FYs) 2023-2024 and 2024-2025) to provide for the addition of grant-funded Class 2403 Forensic Laboratory Analyst, Class 2456 Forensic Toxicologist, and Class 2457 Forensic Toxicologist Supervisor positions, as required, for the period beginning December 1, 2023, through June 30, 2028.**

Existing Law

Currently, the Annual Salary Ordinance does not include the three positions in the Chief Medical Examiner's Office that would be funded by the subject grant.

Amendments to Current Law

This ordinance would authorize the Chief Medical Examiner to accept and expend a grant in the amount of \$1,086,740.83 from the California Department of Public Health to fund three positions through June 30, 2028. Those positions are a forensic laboratory analyst, a forensic toxicologist, and a forensic toxicologist supervisor.

Background Information

The purpose of the grant is to provide enhanced forensic toxicology services in order to monitor novel psychoactive substances prevalence and perform assessment studies with subsequent reporting to policymakers and stakeholders.

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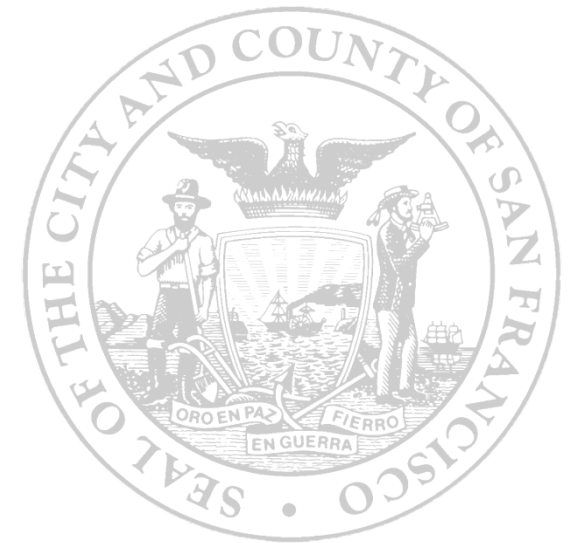
# Office of the Chief Medical Examiner

CDPH Enhanced Forensic Toxicology Program, FY 23-28

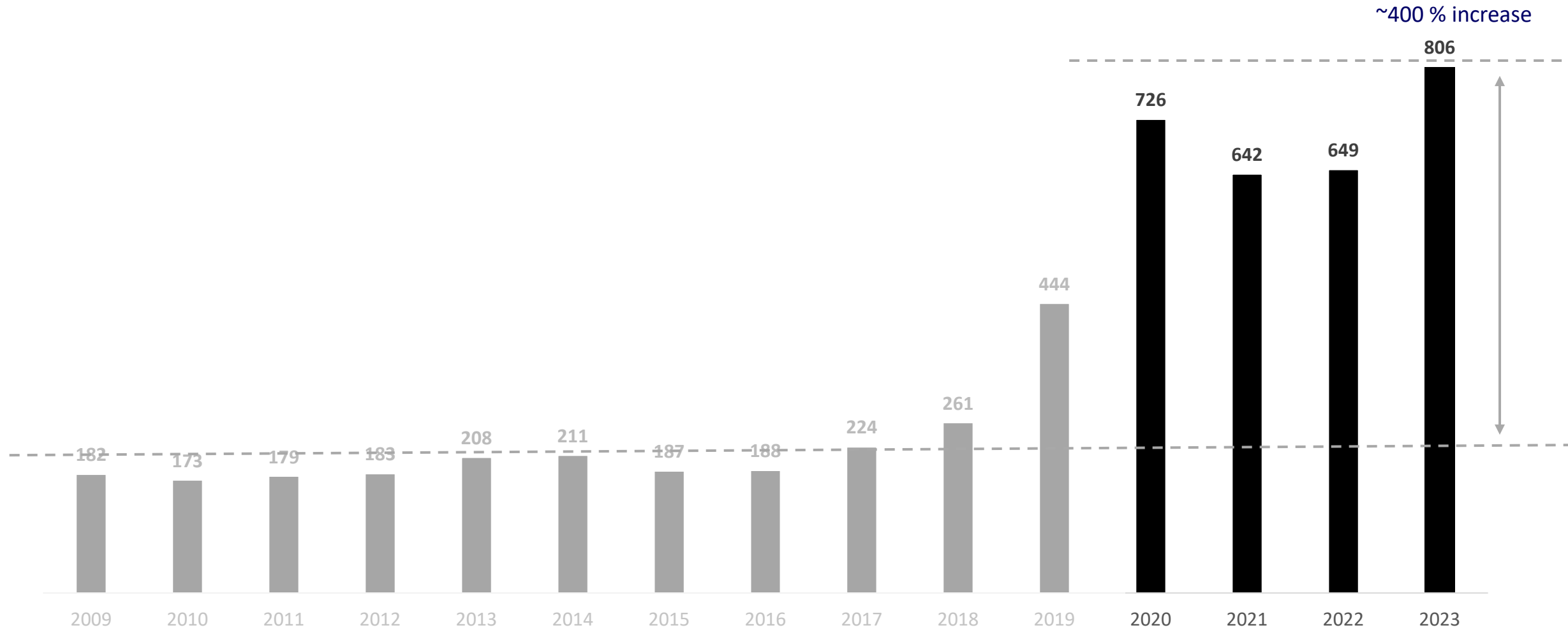
**Dr. Luke N. Rodda**  
**Chief Forensic Toxicologist**  
**Director, Forensic Laboratory Division**

**David Serrano Sewell**  
**Executive Director**

**Budget and Finance Committee Hearing | January 17, 2024**



# Annual Accidental Overdoses

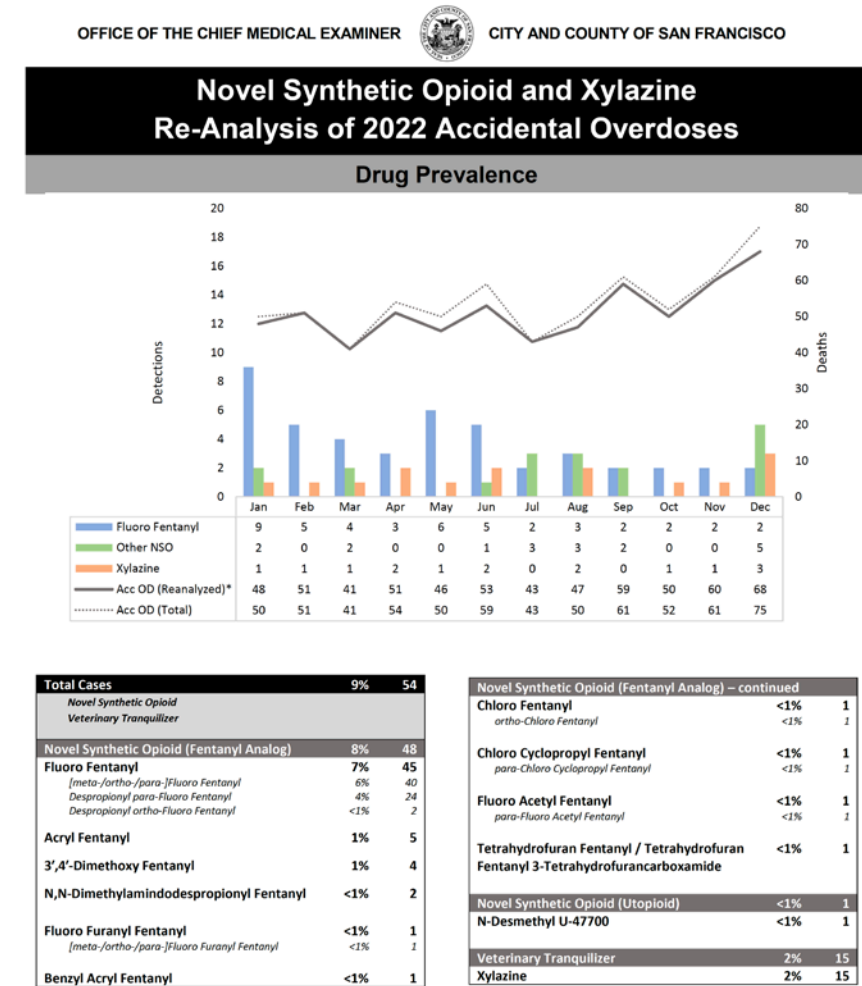




# CDPH 22-23 Grant

## Re-analysis of 2022 Accidental Overdoses

- Received grant from CDPH for staff from Aug 22 - Aug 23
- Method development and validation
  - > 250 Novel Synthetic Opioids (NSO), and Xylazine
  - Re-analyzed 617 Accidental Overdoses (of 649 from 2022)
- Identified NSO and/or Xylazine in 54 cases
  - Fluoro Fentanyl (an NSO) in 45 cases
  - 10 different other NSOs (Fentanyl Analogs) in 12 cases
  - Xylazine in 15 cases
- Issued 27-page report
  - Demonstrate potent opioid use in conjunction with fentanyl epidemic
  - Provided accurate Cause of Death findings to families and community



# CDPH 23-28 Grant

## Develop a system for routine testing of Novel Drugs

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### Challenges

- 4x increase in drug related deaths
  - more cases
- Novel drug availability within the community in recent years
  - more drugs to test
- Multiple drug/polysubstance use increase
  - more complex cases

### Aims

- Create and Validate an Automated and efficient system for routine testing of Novel Psychoactive Substances (NPS)
- Provide accurate Cause of Deaths Certifications for families and Public Health data
- Maintain national turnaround time standard

# CDPH 23-28 Grant

## Funding Needs

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- 1 Forensic Toxicologist (2456)
- Allows flexibility to hire additional positions as needed
  - a. Forensic Toxicologist (2456)
  - b. Forensic Laboratory Analyst (2403)
  - c. Forensic Toxicologist Supervisor (2457)

**File Number:** 231237  
(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: CDPH Enhanced Forensic Toxicology Program, FY 23-28
2. Department: Office of the City Administrator / Office of the Chief Medical Examiner
3. Contact Person:       David Serrano Sewell, Executive Director                       Telephone: 415-641-3699  
                                  Dr. Luke N. Rodda, Chief Forensic Toxicologist                       Telephone: 415-741-6982
4. Grant Approval Status (check one):  
       Approved by funding agency                        Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$1,086,740.83
6. a.       Matching Funds Required: \$0  
      b.       Source(s) of matching funds (if applicable): N/A
7. a.       Grant Source Agency: California Department of Public Health Substance and Addiction  
                                  Prevention Branch  
      b.       Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary:  
      The Office of the Chief Medical Examiner (OCME) was approached by the California Department of Public Health, Substance and Addiction Prevention Branch to submit a grant for their 'Overdose Prevention Initiative'. Subsequently, with a proposal titled 'CDPH Enhanced Forensic Toxicology Program, FY 23-28', the OCME was awarded the amount of \$1,086,740.83 to fund Class 2403 Forensic Laboratory Analyst, Class 2456 Forensic Toxicologist, and Class 2457 Forensic Toxicologist Supervisor positions, as required, for the period beginning December 1, 2023 through June 30, 2028. The proposal aims to provide enhanced forensic toxicology services in order to monitor the prevalence of novel psychoactive substances (NPS) and perform assessment studies with subsequent reporting to policymakers and stakeholders.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
                                  Start-Date: 12/01/2023                       End-Date: 06/30/2028
10. Number of new positions created and funded: Up to 9 (likely up to 3 over the ~4.5-year grant period)
11. Explain the disposition of employees once the grant ends? The position(s) are exempt and will cease at the end of the granting period.
12. a.       Amount budgeted for contractual services: \$0  
      b.       Will contractual services be put out to bid? No  
      c.       If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13. a. Does the budget include indirect costs?

Yes  No

b. 1. If yes, how much? \$

b. 2. How was the amount calculated?

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

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? Minimal administrative time of City staffing for grant submission and expenditure.

14. Any other significant grant requirements or comments: N/A

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

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" 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:

**This proposal as written complies with applicable access laws. Please consult the Mayor's Office on Disability as needed for technical assistance on accessibility compliance.**

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

Nicole Bohn Director, Mayor's Office on Disability

Date Reviewed:

December 1, 2023



(Signature Required)

Overall Department Head or Designee Approval:

David Serrano Sewell

(Name)

Executive Director, Office of the Chief Medical Examiner

(Title)

Date Reviewed: December 1, 2023



(Signature Required)

**Exhibit B, Attachment I**  
Budget Cost Sheet and Narrative

Personnel	% FTE	% Funded	SOW Reference	Year (1) Budget (September 1, 2023 to June 30, 2024)	Year (2) Budget (July 1, 2024 to June 30, 2025)	Year (3) Budget (July 1, 2025 to June 30, 2026)	Year (4) Budget (July 1, 2026 to June 30, 2027)	Year (5) Budget (July 1, 2027 to June 30, 2028)	Totals
<b>Salaries / Wages</b>									
Forensic Laboratory Staff	100	100	Goal 1 Objectives 1 & 2	\$72.42 per hr \$125,532.50	\$75.47 per hr \$172,538.32	\$77.73 per hr \$172,545.25	\$80.06 per hr \$172,540.51	\$82.47 per hr \$172,546.02	\$815,702.60
			Goal 2 Objective 1						
<b>Benefits</b>									
Forensic Laboratory Staff	100	100	Goal 1 Objectives 1 & 2	\$22.93 per hr \$43,808.33	\$24.85 per hr \$56,811.68	\$25.59 per hr \$56,804.75	\$26.36 per hr \$56,809.49	\$27.15 per hr \$56,803.98	\$271,038.23
			Goal 2 Objective 1						
Total Personnel				\$97.70 per hr \$169,340.83	\$100.32 per hr \$229,350.00	\$103.33 per hr \$229,350.00	\$106.43 per hr \$229,350.00	\$109.62 per hr \$229,350.00	\$1,086,740.83

**Exhibit B, Attachment I**  
**Budget Cost Sheet and Narrative**

Budget Narrative

**Fiscal Year 2023 – 2024**  
**(10 months)**

Personnel

**Forensic Laboratory Staff:** Under the supervision of the Forensic Toxicologist Supervisor/Manager and the direction of the Chief Forensic Toxicologist/Director of the Forensic Laboratory Division, the Forensic Laboratory Staff member(s) is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable, and accurate manner.

The Forensic Laboratory Staff member(s) will implement the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF) methodology, analyzing ~1000 drug and metabolites including a wide range of Novel Psychoactive Substances (NPS), in addition to the already implemented essential and expanded testing, to provide a comprehensive testing regime. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Laboratory Staff member(s) will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$169,340.83

**Fiscal Year 2024 – 2025**  
**(12 months)**

Personnel

**Forensic Laboratory Staff:** Under the supervision of the Forensic Toxicologist Supervisor/Manager and the direction of the Chief Forensic Toxicologist/Director of the Forensic Laboratory Division, the Forensic Laboratory Staff member(s) is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable, and accurate manner.



The Forensic Laboratory Staff member(s) will implement the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF) methodology, analyzing ~1000 drug and metabolites including a wide range of Novel Psychoactive Substances (NPS), in addition to the already implemented essential and expanded testing, to provide a comprehensive testing regime. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Laboratory Staff member(s) will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$229,350.00

### **Fiscal Year 2025 – 2026**

**(12 months)**

#### Personnel

**Forensic Laboratory Staff:** Under the supervision of the Forensic Toxicologist Supervisor/Manager and the direction of the Chief Forensic Toxicologist/Director of the Forensic Laboratory Division, the Forensic Laboratory Staff member(s) is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable, and accurate manner.

The Forensic Laboratory Staff member(s) will implement the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF) methodology, analyzing ~1000 drug and metabolites including a wide range of Novel Psychoactive Substances (NPS), in addition to the already implemented essential and expanded testing, to provide a comprehensive testing regime. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Laboratory Staff member(s) will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$229,350.00

### **Fiscal Year 2026 – 2027**

**(12 months)**

#### Personnel

**Forensic Laboratory Staff:** Under the supervision of the Forensic Toxicologist Supervisor/Manager and the direction of the Chief Forensic Toxicologist/Director of the Forensic Laboratory Division, the Forensic Laboratory Staff member(s) is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable, and accurate manner.

The Forensic Laboratory Staff member(s) will implement the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF) methodology, analyzing ~1000 drug and metabolites including a wide range of Novel Psychoactive Substances (NPS), in addition to the already implemented essential and expanded testing, to provide a comprehensive testing regime. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Laboratory Staff member(s) will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$229,350.00

**Fiscal Year 2027 – 2028  
(12 months)**

Personnel

**Forensic Laboratory Staff:** Under the supervision of the Forensic Toxicologist Supervisor/Manager and the direction of the Chief Forensic Toxicologist/Director of the Forensic Laboratory Division, the Forensic Laboratory Staff member(s) is a forensic-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable, and accurate manner.

The Forensic Laboratory Staff member(s) will implement the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF) methodology, analyzing ~1000 drug and metabolites including a wide range of Novel Psychoactive Substances (NPS), in addition to the already implemented essential and expanded testing, to provide a comprehensive testing regime. Full validation will be assessed according to national standard forensic principles. Quantitation will be performed using a standard addition workflow approach. The position will analyze casework samples and evidence using the developed method, and other laboratory methods as required. Finally, the Forensic Laboratory Staff member(s) will prepare reports for routine forensic casework, stakeholder communication, and the granting body.

Estimated cost: \$229,350.00

Exhibit A  
**Scope of Work**

**1. Service Overview**

Contractor agrees to provide to the California Department of Public Health Substance and Addiction Prevention Branch (CDPH/SAPB) the services described herein. In accordance with its mission to protect the health of all Californians and pursuant to Health and Safety Code Sections 131085 and 10435-104330 and terms of the Department Federal Grant number [add new grant number here] CFDA 93.136 from the Centers for Disease Control and Prevention, funds were awarded to CDPH/SAPB as part of the Overdose Prevention Initiative aimed at reducing rates of drug misuse and overdose -- a significant public health issue in California. This contract will be executed with the City and County of San Francisco, Office of the Chief Medical Examiner to provide enhanced forensic toxicology services to monitor novel psychoactive substances (NPS) prevalence assessment studies with subsequent reporting to policymakers and stakeholders. The data will be shared with CDPH/SAPB to inform actions and interventions.

**2. Service Location**

The services shall be performed at applicable facilities within the City and County of San Francisco.

**3. Service Hours**

The services shall be provided during normal contractor working hours, Monday through Friday between 7:00AM-4:00PM, excluding State official holidays.

**4. Project Representatives**

**A.** The project representatives during the term of this agreement will be:

<b>California Department of Public Health</b>	<b>City and County of San Francisco</b>
Erika Pinsker, M.P.H, Ph.D. Telephone: (916) 440-7293 E-mail: <a href="mailto:Erika.Pinsker@cdph.ca.gov">Erika.Pinsker@cdph.ca.gov</a> 1616 Capitol Avenue, MS 8701 Sacramento, CA 95814	David Serrano Sewell Chief Operating Officer Telephone: (415) 641-3699 E-mail: <a href="mailto:David.Serranosewell@sfgov.org">David.Serranosewell@sfgov.org</a> 1 Newhall Street San Francisco, CA 94124

### Scope of Work

**B.** Direct all inquiries to:

<p><b>California Department of Public Health</b> Substance and Addiction Prevention Branch</p> <p>Attention: Shanna Schneider Chief, Program Support Unit 1616 Capitol Avenue, MS 8701 Sacramento, CA 95814</p> <p>Telephone: (916) 440-7391 E-mail: Shanna.Schneider@cdph.ca.gov</p>	<p><b>City and County of San Francisco</b></p> <p>Attention: Luke N. Rodda, PhD Chief Forensic Toxicologist, and Director, Forensic Laboratory Division</p> <p>Office of the Chief Medical Examiner 1 Newhall Street San Francisco, California 94124</p> <p>Telephone: (415) 641-3688 E-mail: Luke.Rodda@sfgov.org</p>
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**C.** All payments from CDPH/SAPB to the Contractor; shall be sent to the following address:

<p style="text-align: center;"><b>Remittance Address</b></p> <p>City and County of San Francisco</p> <p>Attention: Katharine Petrucione Deputy City Administrator / Chief Financial Officer Address: 1 Dr. Carlton B. Goodlett Place, Office of the City Administrator San Francisco, CA 94102</p>
--

**D.** Either party may make changes to the information above by giving written notice to the other party. Said changes shall not require an amendment to this agreement.

## Scope of Work

### 5. Progress Reports or Meetings

- A. Contractor shall attend quarterly meetings with state personnel to determine if the Contractor is on the right track, whether the project is on schedule, provide communication of interim findings, and afford occasions for airing difficulties or special problems encountered so that remedies can be developed quickly.
- B. At the conclusion of this agreement and if applicable, Contractor shall hold a final meeting at which Contractor shall present any findings, conclusions, and recommendations.

### 6. Services to be Performed

Contractor shall perform the following services:

#### A. Goal 1: Enhance Forensic Toxicology

- 1) **Objective 1:** Develop and perform an untargeted method with retrospective data mining processing enabled, to improve the detection of novel psychoactive substances (NPS).
  - a. Major Task/Activities:
    - i. Develop a methodology for the Quadrupole Time of Flight Mass Spectrometry instrument (QTOF).
    - ii. Develop a computerized systematic function to process the acquired QTOF data.
    - iii. Implement QTOF testing to provide an efficient and comprehensive testing regime
    - iv. Create an electronic reporting system that may include software system development, as required.
    - v. Develop any LC-MS/MS methodologies to complement the QTOF analytical technique, as required.
    - vi. Order comprehensive forensic toxicology testing for identified suspected accidental drug overdose deaths.
    - vii. Detect novel psychoactive substances (NPS) including the following categories: novel synthetic opioids (NSO, such as fentanyl analogs and nitazenes); novel synthetic benzodiazepines (NSB); stimulants; synthetic cannabinoid receptor agonists (SCRA), dissociatives, hallucinogens, sedatives/hypnotics and miscellaneous (e.g., xylazine).
    - viii. Understand the complete toxicological profile of all accidental overdose decedents, consequently improving the accuracy of fatal drug overdose surveillance.
- 2) Time Line:
  - a. The timeline of the primary service performed is subject to Contractor's discretion.

### Scope of Work

3) Deliverables/Performance Measures:

- a. Submit brief report detailing progress on the major tasks/activities, including the status of Objective 1 and Objective 2b, to CDPH/SAPB quarterly, with invoice. Due dates are as follows:

- i. December 31, 2023
- ii. March 31, 2024
- iii. June 30, 2024
- iv. July 15, 2024 – June invoice only
- v. September 15, 2024
- vi. December 31, 2024
- vii. March 31, 2025
- viii. June 30, 2025
- ix. July 15, 2025 – June invoice only
- x. September 15, 2025
- xi. December 31, 2025
- xii. March 31, 2026
- xiii. June 30, 2026
- xiv. July 15, 2026 – June invoice only
- xv. September 15, 2026
- xvi. December 31, 2026
- xvii. March 31, 2027
- xviii. June 30, 2027
- xix. July 15, 2027 – June invoice only
- xx. September 15, 2027
- xxi. December 31, 2027
- xxii. March 31, 2028
- xxiii. June 30, 2028
- xxiv. July 15, 2028

**B. Objective 2:** Be in consistent communication with CDPH/SAPB

1) Major Task/Activities:

- a. Maintain consistent and effective communication with CDPH/SAPB, as necessary.
- b. Notify CDPH/SAPB about any novel or important findings, including upcoming alerts on any new, emerging, novel contaminants or drugs.

## Scope of Work

### 7. Goal 2: Evaluate Success of Enhanced Forensic Toxicology Program

#### A. Objective 1: Qualitative Description of Program Successes

1) Major Task/Activities:

- a. In one to two pages, describe how the Enhanced Forensic Toxicology Program improved the City and County's medico-legal death investigative process and surveillance of suspected drug overdose deaths (i.e. introduced the ability to detect potent novel opioid, fentanyl analogs, and other novel psychoactive substances previously out of the scope of routine forensic toxicology testing in fatal overdose casework; correlate detections in casework with established opioid and stimulant protocols to better establish route of administration). Describe how the Enhanced Forensic Toxicology Program assisted the county in overcoming a previously identified barrier/challenge, if any.

2) Timeline: Once per grant year

3) Deliverables/Performance Measures:

- b. Submit a qualitative description of program successes to CDPH/SAPB by:
  - i. August 15, 2024
  - ii. August 15, 2025
  - iii. August 15, 2026
  - iv. August 15, 2027
  - v. June 30, 2028



TOMÁS J. ARAGÓN, M.D., Dr.P.H  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

November 8, 2023

Luke Rodda, PhD,  
Office of the Chief Medical Examiner for the City and County of San Francisco  
(SFOCME)  
1 Newhall Street  
San Francisco, CA 94124

RE: Intent to Fund The Office of the Chief Medical Examiner for the City and County of San Francisco (SFOCME) for the Enhanced Forensic Toxicology Program

The Substance and Addiction Prevention Branch (SAPB) of the California Department of Public Health (CDPH) is writing to confirm that SAPB intends to provide contract funds to the Office of the Chief Medical Examiner for the City and County of San Francisco (SFOCME) to improve detection of potent synthetic novel opioid use (e.g., novel opioids and fentanyl analogs), and opioid-stimulant polysubstance use as part of the Overdose Prevention Initiative. This funding is to cover costs for reducing rates of drug misuse and overdose within San Francisco and in other California counties. Contingent upon federal funding and final approval, the contract is anticipated to be for the amount of \$1,086,740.83 for the period 9/1/2023-6/30/2028. The contract is contingent upon CDPH approval and work may not begin until the contract has been fully executed.

SAPB staff appreciates SFOCME's ongoing commitment to collaborating on the Enhanced Forensic Toxicology program. San Francisco County will become the primary model for demonstrating the feasibility and value-added of collecting detailed forensic toxicology data from multiple sources. This data will be shared with CDPH/SAPB to inform actions and interventions.

SAPB looks forward to continuing this very productive partnership.

Shanna Schneider, Chief  
Program and Support Unit  
Substance and Addiction Prevention Branch  
Center for Healthy Communities

CDPH Substance and Addiction Prevention Branch  
1616 Capitol Ave, MS 8701  
Sacramento, CA 95814  
(916) 449-5211  
Internet Address: [www.cdph.ca.gov](http://www.cdph.ca.gov)





**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** David Serrano Sewell, Executive Director  
**DATE:** November 30, 2023  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
**GRANT TITLE:** CDPH Enhanced Forensic Toxicology Program, FY 23-28

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Attached please find the original\* and one copy of each of the following:

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

Grant information form, including disability checklist

Grant budget

Grant application

Letter of Intent or grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

**Special Timeline Requirements: N/A**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: David Serrano Sewell, Executive Director

Phone: 415-641-3699

Interoffice Mail Address: Office of the Chief Medical Examiner, City and County of San Francisco, 1 Newhall Street, San Francisco, California 94124

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

