

Subject: FW: AMENDED GRANT AGREEMENT NUMBER 16-10733, A01
Attachments: SIGNED - 16-10733 A01 - Grant Amendment - San Francisco.pdf

From: Otow, May@CDPH <May.Otow@cdph.ca.gov>
Sent: Wednesday, November 07, 2018 5:51 AM
To: Joe, Matthew (DPH) <matthew.joe@sfdph.org>
Subject: FW: AMENDED GRANT AGREEMENT NUMBER 16-10733, A01

Hi Matthew:

Marshay will not sign the grant agreement amendment until your agency signs the documents and return it to me for processing and execution. The process that is used requires your agency to sign the documents and return 2 original signed copies, along with a Board of Resolution and the DGSOLS form. When I receive the signed amendment package I will package it up, along with the other grant amendment forms I have to submit, and send it to my contract analyst for processing. The contract analyst will review the package to ensure everything has been submitted and then forward the package to Marshay, who will sign the documents. The package is then returned to the contract analyst, who will then encumber the funds and have the amendment executed. Once it has been executed, a copy is sent to your agency.

Thanks!

May Otow
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STD Control Branch
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From: Otow, May@CDPH <May.Otow@cdph.ca.gov>
Sent: Tuesday, November 06, 2018 1:31 PM
To: Joe, Matthew (DPH) <matthew.joe@sfdph.org>
Subject: RE: AMENDED GRANT AGREEMENT NUMBER 16-10733, A01

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Hi Matthew:

You do not need to secure Marshay's signature on the grant at this time. You need to have Dr. Aragon sign two copies of the CDPH 1229A, and then return them to me, along with a Board of Resolution or Minute Order and the DGSOLS form.

If you have any questions, please let me know.

Thanks!