

**HIV Prevention State Grant**  
**Awarded By**  
**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**  
**TO**  
**City and County of San Francisco, hereinafter “Grantee”**  
**Implementing the project, HIV Prevention State Grant, hereinafter “Project”**  
**GRANT AGREEMENT NUMBER 18-10590**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under Health and Safety Code, Section 131085a.

**PURPOSE:** The Department shall provide a grant to and for the benefit of the Grantee; the purpose of the Grant is to provide activities from the Office of AIDS, HIV Prevention Strategies in *Strengthening Our Guidance Through Integration: 2019 Guide to HIV Prevention and Surveillance*, including:

- Strategy A: Improve Pre-Exposure Prophylaxis Utilization
- Strategy B: Increase and Improve HIV Testing (routine, opt-out HIV testing only)
- Strategy C: Expand Partner Services
- Strategy D: Improve Linkage to Care
- Strategy K: Increase and Improve HIV Prevention and Support Services for People Who Use Drugs

**GRANT AMOUNT:** The maximum amount payable under this Grant shall not exceed \$467,082.

**TERM OF GRANT AGREEMENT:** The term of the Grant shall begin on November 1, 2018 or upon approval of this grant, and terminates on June 30, 2019. No funds may be requested or invoiced for services performed or costs incurred after June 30, 2019.

**PROJECT REPRESENTATIVES:**

The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	<b>City and County of San Francisco</b>
Schenelle Flores, HIV Prevention Implementation Section Chief	Tomas Aragon, Director of Population Health
1616 Capitol Avenue, Suite 616, MS 7700 Sacramento, CA 95814	101 Grove Street, Room 318 San Francisco, CA 94102
Telephone: (916) 449-5831 Email: schenelle.flores@cdph.ca.gov	Telephone: (415) 554-2898 Email: tomas.aragon@sfdph.org

Direct all inquiries to:

<b>California Department of Public Health</b>	<b>City and County of San Francisco</b>
Cheryl Austin, Prevention Program Advisor	Tracey Parker, Director of Comm. Health Equity and Promotion
1616 Capitol Avenue, Suite 616, MS 7700 Sacramento, CA 95814	25 Van Ness Avenue, Suite 650 San Francisco, CA 94102
Telephone: (916) 449-5810 Email: cheryl.austin@cdph.ca.gov	Telephone: (415) 437-6223 Email: tracey.parker@sfdph.org

Either party may change its Project Representative upon written notice to the other party.

All payments from CDPH to the Grantee; shall be sent to the following address:

<b>Remittance Address</b>
City and County of San Francisco FISCAL ID: 0000007690
Cashier – Sajid Shaikh, Sr. Admin. Analyst
1380 Howard Street, 4 <sup>th</sup> Floor San Francisco, CA 94103
Telephone: (415) 255-3512 Email: sajid.shaikh@sfdph.org

**STANDARD PROVISIONS:** The following exhibits are attached and made a part of this Grant by this reference:

- EXHIBIT A LETTER OF AWARD
- EXHIBIT AI LIST OF ALLOCATIONS
- EXHIBIT B BUDGET DETAIL AND PAYMENT PROVISIONS
- EXHIBIT C STANDARD GRANT CONDITIONS
- EXHIBIT D ADDITIONAL PROVISIONS

**GRANTEE REPRESENTATIONS:** The Grantee(s) accept all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its contractors and subcontractors to comply with all applicable laws, polices, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: \_\_\_\_\_

\_\_\_\_\_  
Tomas Aragon, Director of Population Health  
City and County of San Francisco  
25 Van Ness Avenue, Suite 650  
San Francisco, CA 94102

Date: \_\_\_\_\_

\_\_\_\_\_  
Marshay Gregory, Chief  
Contracts and Purchasing Services Section  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.262  
P.O. Box 997377, MS 1800-1804  
Sacramento, CA 95899-7377



KAREN L. SMITH, MD, MPH  
Director and State Public Health Officer

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



EDMUND G. BROWN JR.  
Governor

**Exhibit A**  
Letter of Award

August 14, 2018

Tracey Packer, MPH  
AIDS Director  
San Francisco Department of Public Health  
Community Health Equity and Promotion Branch  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

Dear AIDS Director:

The California Department of Public Health (CDPH), Center for Infectious Diseases, Office of AIDS (OA) is pleased to announce the intent to award funds to your local health jurisdiction (LHJ) for HIV prevention activities. These funds will be available to your health department for State Fiscal Year 2018-2019. For the one-year budget period of July 1, 2018 through June 30, 2019 your award amount is \$467,082.

The funds must be used for evidence-based public health activities to address HIV prevention within your LHJ. To secure these funds, OA will develop and execute a grant agreement between your LHJ and CDPH. The scope of work (SOW) for these funds can include activities from the OA HIV prevention strategies in [Strengthening Our Guidance Through Integration: 2019 Guide to HIV Prevention and Surveillance](#):

- Strategy A: Improve PrEP Utilization
- Strategy B: Increase and Improve HIV Testing (routine, opt-out HIV testing only)
- Strategy C: Expand Partner Services
- Strategy D: Improve Linkage to Care
- Strategy K: Increase and Improve HIV Prevention and Support Services for People Who Use Drugs



Activities from the [Laying the Foundation for Getting to Zero: California's Integrated HIV Surveillance, Prevention, and Care Plan](#) are also allowable:

- Strategy H: Improve Integration of HIV Services with STD, TB, Dental, and Other Health Services

By August 17, 2018, OA will send your LHJ a brief, web-based application to complete and return by Friday, August 31, 2018. The application will include a spreadsheet of allowable activities for all strategies. The application will require your LHJ to describe the specific activities your LHJ intends to fund, the performance indicators/deliverables your LHJ expects to achieve, and timelines for activity implementation and funding expenditure.

Your LHJ will return a budget detail on the template sent with the application link. The budget detail should be sent to [OA.Prevention.Contracts@cdph.ca.gov](mailto:OA.Prevention.Contracts@cdph.ca.gov). Eligible LHJs choosing not to apply for any or all funds will not be penalized if future funding opportunities become available. The application will require your LHJ to affirm that all requested funds will be spent by June 30, 2019.

Applications will be due on Friday, August 31, 2018. OA acknowledges the quick turnaround time; however, LHJs cannot begin work on the activities covered under this grant agreement until it is fully executed. All dollars from this funding opportunity must be spent by June 30, 2019.

If you have any questions, please feel free to contact me at 916-449-5831, or Kama Brockmann at 916-449-5964 or [Kama.Brockmann@cdph.ca.gov](mailto:Kama.Brockmann@cdph.ca.gov) via email.

Sincerely,



Schenelle Flores, Chief  
HIV Prevention Implementation Section  
Office of AIDS

**Exhibit AI**  
List of Allocations

State Fiscal Year 2018 - 19 General Fund (11/01/2018 - 06/30/2019) HIV Prevention Augmentation Allocations	
<b>LHJ</b>	<b>FY 18-19 Allocation</b>
Alameda	\$ 180,989
Berkeley	\$ 25,000
Butte	Declined
Contra Costa	\$ 76,776
Fresno	\$ 121,252
Imperial	\$ 25,000
Kern	Declined
Long Beach	\$ 136,283
Los Angeles	\$ 1,671,166
Marin	\$ 25,000
Merced	\$ 25,000
Monterey	\$ 25,000
Napa	Declined
Orange	\$ 238,870
Pasadena	\$ 25,000
Placer	\$ 25,000
Riverside	\$ 229,734
Sacramento	\$ 150,252
San Bernardino	\$ 150,290
San Diego	\$ 424,382
San Francisco	\$ 467,082
San Joaquin	\$ 137,905
San Luis Obispo	\$ 25,000
San Mateo	\$ 46,924
Santa Barbara	\$ 25,000
Santa Clara	\$ 126,717
Santa Cruz	\$ 25,000
Solano	Declined
Sonoma	\$ 45,635
Stanislaus	\$ 43,345
Tulare	\$ 25,000
Ventura	\$ 33,398
Yolo	\$ 25,000
<b>Total</b>	<b>\$ 4,581,000</b>

This formula includes an equal weight for early syphilis incidence and HIV prevalence as well as using 0.2% HIV prevalence as the cutoff for which counties were funded. In addition, to balance the need to fund as many LHJs as possible with administrative burden and the need to provide meaningful services, the minimum award for LHJs was set at \$25,000. Each county was allocated the base amount of \$25,000 and the remaining funds were divided based on the 50/50 weighting.

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

A. Upon completion of project activities as provided in Exhibit A Grant Application, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the costs specified herein.

B. Invoices shall include the Grant Number and shall be submitted quarterly to:

[OA.Prevention.Invoices@cdph.ca.gov](mailto:OA.Prevention.Invoices@cdph.ca.gov)

Or

Invoice Desk  
California Department of Public Health  
Prevention Program  
MS 7700  
1616 Capitol Avenue, Suite 616  
Sacramento, CA 95899-7426

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Be prepared using the required invoice template, which will be provided by your CDPH HIV Prevention Program Advisor.
- 4) Identify the billing and/or performance period covered by the invoice.
- 5) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

**2. Budget Contingency Clause**

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**Exhibit B**  
Budget Detail and Payment Provisions

**4. Timely Submission of Final Invoice**

A. A final undisputed invoice shall be submitted for payment no more than forty five (45) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding. Due dates for services provided during this Grant are:

Quarter	Service Period	Invoice Due Date
Second Quarter	11/01/2018 – 12/31/2018	02/15/2019
Third Quarter	01/01/2019 – 03/31/2019	05/15/2019
Fourth Quarter	04/01/2019 – 06/30/2019	08/15/2019

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**5. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

**6. Use of Funds**

These funds shall be used to supplement and enhance existing local HIV prevention program activities and services and shall not replace existing services and activities, prevent the addition of new services and activities, and does not duplicate reimbursement of costs and services received from local funds or other sources.



## EXHIBIT C

### STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

  - A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

**17. RIGHTS IN DATA:** Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

**18. VENUE:** The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

**19. STATE-FUNDED RESEARCH GRANTS:**

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
- 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
  - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
  - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit D  
Additional Provisions

**1. Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.
- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
- 1) Place no further order or subgrants for materials, services, or facilities.
  - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.

Exhibit D  
Additional Provisions

- 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**2. Avoidance of Conflicts of Interest by Grantee**

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B. Conflicts of interest include, but are not limited to:
- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

Exhibit D  
Additional Provisions

**3. Dispute Resolution Process**

- A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.
- B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.