

**SUMMARY OF COMMUNITY-BASED ORGANIZATION AGREEMENTS AND OTHER DIRECT TREATMENT PROVIDERS  
REQUEST TO THE HEALTH COMMISSION**

*This Agreement is for the provision of direct treatment/services that serves as an extension of DPH's service delivery system.*

<b>Vendor:</b>	<b>Heluna Health</b>	<b>Division/Section:</b>	Population Health Division (PHD/Center for Learning & Innovation (CLI))	
<b>Address:</b>	<b>1300 Crossroads Pkwy N, #450</b>	<b>Deputy Director:</b>	<b>Greg Wagner</b> <sup>BS</sup> <i>JF</i>	
	<b>City of Industry, CA 91746</b>	<b>DPH Administrator:</b>	<b>Jonathan Fuchs</b>	
<b>Contact:</b>	<b>Adam Abate</b>	<b>Phone:</b>	<b>562-222-7804</b>	<b>Contract Administrator:</b>
				<b>Jonathan Fuchs</b>
				<b>Phone:</b>
				<b>628-217-7409</b>
		<b>Contract Analyst:</b>	<b>Anna Gutierrez</b>	<b>Phone:</b>
				<b>628-271-6170</b>

Request for approval of a New Contract Agreement with Heluna Health working in conjunction with DPH CLI (Center for Learning & Innovation), to perform program administration for the Public Health Infrastructure Grant (PHIG) for Strengthening United States Public Health Infrastructure, Workforce, and Data Systems. The total proposed agreement amount is \$1,204,903 which includes a 12% contingency for the term of 9/15/2023 through 11/30/2027 (4 years and 2.5 months).

Mark only one for each question below:

- Vendor Type:**  For Profit  Non-Profit  Government Entity
- Is the Vendor a CMD Certified LBE?**  Yes  No
- Purchasing Authority:**  RFP  Sole Source  
Administrative Sole Source 21.42
- Does DPH have other existing agreements with this Vendor?**  Yes  No  
If yes, approximately how many years has DPH been doing business with this Vendor? Provide explanation, as needed. 21 Years

**AGREEMENT INFORMATION**

**Proposed Transaction**

9/15/23 to 11/30/27

**FUNDING SOURCES:**

Federal Grant (9/15/23 – 11/30/27)

Federal Grant (9/15/23 – 11/30/24)

**TOTAL DPH REVENUES:**

12% Contingency Amount

**TOTAL AGREEMENT AMOUNT WITH CONTINGENCY:**

**ONE-TIME COSTS:**

<b>Initial Year</b>	<b>All Ongoing Years <i>exclude initial year</i></b>	<b>Total</b>
\$570,932	\$570,932	\$570,932
\$537,017	\$537,017	\$537,017
<u>\$1,107,949</u>	<u>\$1,107,949</u>	<u>\$1,107,949</u>
\$132,954	\$132,954	\$132,954
<u>\$1,204,903</u>	<u>\$1,204,903</u>	<u>\$1,204,903</u>
<u>n/a</u>	<u>n/a</u>	<u>n/a</u>

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**ANNUAL AMOUNT WITHOUT CONTINGENCY\***: n/a n/a n/a

*\*Ongoing years excludes one-time costs.*

### **PROPOSED UNITS OF SERVICES**

<b>Mode(s) of Service &amp; Unit of Service (UOS)/ Number of Contacts (NOC) Definition</b>	<b>Number of Clients</b> <input type="checkbox"/> Duplicated <input type="checkbox"/> Unduplicated	<b>Number of Units/ NOC</b>	<b>Unit Cost</b>
PHD Leadership and Workforce Development Months (9/15/23 – 11/30/27, 4 Years and 2.5 Months, or a total of 50.5 Months)	n/a	50.5	\$10,085.26
PHD Leadership and Workforce Development Program Administrative Months (9/15/23 – 11/30/27, 4 Years and 2.5 Months, or a total of 50.5 Months)	n/a	50.5	\$1,220.32
Community Engagement – Workforce Development Months (9/15/23 – 11/30/24, 1 Year and 2.5 Months, or a total of 14.5 Months)	n/a	14.5	\$33,038.05
Community Engagement – Workforce Development Months Administrative Months (9/15/23 – 11/30/24, 1 Year and 2.5 Months, or a total of 14.5 Months)	n/a	14.5	\$3,997.61

### **PRIMARY TARGET POPULATIONS**

<b>Agreement's Primary Target Groups</b>	Heluna Health will service all ethnicities and communities in San Francisco with focused expertise. However, there will be no direct client services. The target population for the PHD Leadership and Workforce Development will be the SFDPH – Population Health Division (PHD) workforce. The target population for the Community Engagement will include all of San Francisco.
<b>Agreement's Primary Target Neighborhood or Area</b>	All ethnicities and communities in San Francisco

#### **Purpose of Agreement:**

Heluna Health will serve as program administrator of the Public Health Infrastructure Grant (PHIG) for Strengthening United States Public Health Infrastructure, Workforce, and Data Systems which seeks to prioritize workforce development, public health foundational capabilities, and community engagement. This will include

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recruitment, capacity building, strategic planning for workforce and succession planning, training, innovative funding mechanism for staff engagement and workforce development, retaining workforce, sustaining and piloting new strategies with Community-Based Organizations (CBOs) and improving work with the community for emergency responses and preparedness. The main focus of these services will be to recruit, retain, sustain, and train the public health workforce.

These services will reinforce and provide support to the Population Health Division's (PHD) infrastructure. This program aims to manage capacity building initiatives and equity focused pathways for PHD by examining both internal and external hiring barriers. Project Invest will use funds to recruit and provide Population Health Scholars stipends. This program will provide historically underrepresented communities in science and public health to participate in a 12-week mentored research internship that could lead to pathways for employment with the Department. This program will create conduits for minority communities who are in need of an opportunity while creating for the Department a larger pool of diverse, talented, and skilled workforce.

These services will also ensure that the public health system is stronger and more resilient when facing future health threats by providing for a diverse workforce within the Department that will help to continue to address disparities as well as work as the conduits in the various diverse neighborhoods and communities within San Francisco.

Heluna Health will receive a 12.1% administrative fee for their services. Of the \$570,932 for the work of PHD Leadership and Workforce Development for the term of 9/15/23 – 11/30/27, Heluna Health will receive \$61,626.16 and the remaining amount of \$509,305.84 will be for direct services. Of the \$537,017 for the work of Community Engagement – Workforce Development for the term of 9/15/23 – 11/30/27, Heluna will receive \$57,965.35 and the remaining amount of \$479,051.66 will be for direct services.

Heluna Health is a licensed California non-profit that has served the non-profit, education and research communities for over 40 years. Heluna Health is a critical partner in DPH research and initiatives and they are familiar with working with marginalized populations in San Francisco. The implementation team and subcontractors who will support the program are funded via Heluna Health, and they have ample expertise in supporting the proposed program, including support of the staff who will be the main implementing drivers of the program.

### **Monitoring Report/Program Review & Follow-up:**

Heluna Health's contract's team and DPH – Center for Learning & Innovation's administrative team will meet on a monthly basis to monitor the progress towards meeting the timelines, milestones, and goals.

### **Health Equity and Inclusion Compliance:**

The Vendor will provide the necessary information to comply with the Department's Office of Health Equity (OHE) requirements and will work collaboratively to remove systemic and operational barriers that impede providing appropriate levels of services to meet the needs of disadvantaged BIPOC stakeholders and communities.

### **Sole Source:**

The Agreement is authorized under the San Francisco Administrative Code Section 21.42. Heluna Health has partnered with the Department to support the Public Health Infrastructure Grant (PHIG) for Strengthening United States Public Health Infrastructure, Workforce, and Data Systems grant. Heluna Health is listed in the grant application and awarded budget.

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**Listing of Executive Director and Board of Directors:**

**Executive Director:** Blayne Cutler

<b>Board of Directors:</b> <u>Alexander Baker</u>	<u>Nwando Anyaoku</u>
<u>Santosh Vetticaden</u>	<u>Nicole Macarchuk</u>
<u>Robert Jenks</u>	<u>Sarah Rich</u>
<u>Tamara Joseph</u>	<u>Vivian Vasallo</u>
<u>Hope Mago</u>	<u>Georgia Casciato</u>
<u>Terhilda Garrido</u>	<u>Carladenise Edwards</u>