



**San Francisco
Department of Public Health**

DHRPSC0005164 : PSC Program Administration Support

Department Project Manager: Nikole Trainor, Budget, Contracts & Program Operations Manager

DPH Division – Section: PHD – Community Health Equity & Promotion Branch

Civil Service Commission
January 26, 2026

WHY THIS PSC SUPPORTS DPH'S MISSION

- **Background and Service History:** Program Administration Contract support has been standard practice within CHEP and standard practice within public health systems across the nation. Need has evolved due to increased grant funding along with federal grant requirements to include local CBOs.
- **Why Contracting is the Right Tool for This Need:** Grant requires 35% of funds be allocated to CBOs, Program Administration services strengthen partnerships between DPH and CBOs, respond to urgent program shifts, ensure grant compliance, provide essential infrastructure for effective implementation of grant activities, flexibility to align with community needs in real time.
- **How This Supports DPH Programs:** Strengthens DPH's ability to serve all San Franciscans from a health equity focused lens, ensuring timely resource allocation, sustained partnership with no disruption in services or funding delay's, ability to respond to urgent request from community members, provide fiscal support and oversight to small CBO partners.
- **PSC Amount:** \$18,781,169 (includes 12% contingency)
- **PSC Duration:** 120 months

PSC REQUEST OVERVIEW: PROGRAM ADMINISTRATION SUPPORT

- **Scope of Services:** Comprehensive program administration & operational support for CHEP Sexual Health, Programs for PWUD, and Community Wellness direct services.
 - Operational support directly to DPH Staff to perform unique program activities, Fiscal Management, oversight and reporting for grant funded sub-contractors
- **Need of Services:** Critical to strengthening partnerships between DPH and community-based organizations, ensure grant compliance, equitable resource distribution. Without services, Public Health programs will be disrupted, increasing chronic and infectious disease burden.
- **Service Delivery Locations:** Services provided by internal DPH staff, & grant required CBOs. Services provided intended: Home-Based sexual health Testing, Senior Fall Prevention, Food Security Distribution, Tobacco Free Smoking Cessation workshops, Store Ordinance Compliance, Community Engagement, Capacity Building, Car Seat Program, Venue Based Testing, HEP B Free, Overdose Prevention Training, State Certified HIV/HCV/STI test counselors training, Traffic/Safe Streets Program.
- **Service Delivery Timeline:** Services are currently in process. Contract start 09/01/2025. Urgency needed to increase PSC amount to ensure services continue as of 07/01/2026 with no disruption to current services.
- **Clients to be Served:** Services are open to ALL, with a focus on addressing Health Disparities among Black/African American, Latine, Native American, Youth/Young Adults, Gay/MSM, API, Transgender, Seniors, PWUID, and low-income families.