

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division**

**Agreement between the City and County of San Francisco and  
The Regents of the University of California, A Constitutional Corporation,  
on behalf of its San Francisco Campus  
WARD 86**

**First Amendment**

THIS AMENDMENT (this “Amendment”) is made as of **September 01, 2023**, in San Francisco, California, by and between **The Regents of the University of California, on behalf of its San Francisco campus, acting by and through its Office of Research, a California Constitutional corporation** (“Contractor”), and the City and County of San Francisco, a municipal corporation (“City”), acting by and through its Director of the Office of Contract Administration.

**Recitals**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to **extend the performance period and increase the contract amount** and

WHEREAS, the Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through **RFP 5-2019, December 12, 2019** and this modification is consistent therewith; and

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number **2005 07/08** on **July 18, 2016**;

WHEREAS, the City’s **Board of Supervisors** approved this Agreement by **Resolution Number \_\_\_\_\_** on \_\_\_\_\_, 2023.

NOW, THEREFORE, Contractor and the City agree as follows:

**1. Definitions**

The following definitions shall apply to this Amendment:

**Agreement.** The term “Agreement” shall mean the Agreement dated March 01, 2020, (Contract ID#1000017143, between and Contractor and City.

**Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**2. Modifications to the Agreement**

The Agreement is hereby modified as follows:

**2.1 Article 2 Term of the Agreement of the Original Agreement currently reads as follows:**

**Article 2 “Term of the Agreement**

**2.1 Term.**

The term of this Agreement shall commence on **March 01, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein.

**2.2 Options.**

The City and Contractor, if mutually agreed, may exercise the following options to extend the Agreement term by modifying this Agreement as provided in Section 11.5, “Modification of this Agreement” and certifying any additional amount for such extension as provided in Article 3:

- Option 1: 07/01/2024-06/30/2025
- Option 2: 07/01/2025-06/30/2026
- Option 3: 07/01/2026-06/30/2027
- Option 4: 07/01/2027-06/30/2028
- Option 5: 07/01/2028-06/30/2029
- Option 6: 07/01/2029-06/30/2030

**Such section is hereby amended in its entirety to read as follows:**

**Article 2 Term of the Agreement**

**2.1 Term.**

The term of this Agreement shall commence on **March 1, 2020** and expire on **February 28, 2030**, unless earlier terminated as otherwise provided herein.

**2.2 Options.**

The City and Contractor, if mutually agreed, may exercise the following options to extend the Agreement term by modifying this Agreement as provided in Section 11.5, “Modification of this Agreement” and certifying any additional amount for such extension as provided in Article 3:

- Option 1: 07/01/2024-06/30/2025 Exercised
- Option 2: 07/01/2025-06/30/2026 Exercised
- Option 3: 07/01/2026-06/30/2027 Exercised
- Option 4: 07/01/2027-06/30/2028 Exercised
- Option 5: 07/01/2028-06/30/2029 Exercised
- Option 6: 07/01/2029-02/28/2030 Exercised

**2.2 Article 3.3 Compensation of the Original Agreement currently reads as follows:**

**Article 3 Financial Matters**

**3.3 Compensation.**

3.3.1 **Payment.** Compensation shall be made in monthly payments on or before the **30th** day of each month for work, as set forth in Article 4 of this Agreement, that the **Director of Public Health**, concludes has been performed as of the **last** day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Nine Hundred Ninety-Seven Thousand Eight Hundred Seventy-Two Dollars (\$9,997,872)**. The breakdown of costs associated with this Agreement appears in **Appendix B**, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. In no event shall City be liable for interest or late charges for any late payments.

**Such section is hereby amended in its entirety to read as follows:**

**Article 3 Financial Matters**

**3.3 Compensation.**

3.3.1 **Payment.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Article 4 of this Agreement, that the Director of Public Health, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Twenty-Six Million Four Hundred Eighty-One Thousand Two Hundred Fifty-Five Dollars (\$26,481,255)**. The breakdown of costs associated with this Agreement appears in **Appendix B**, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. In no event shall City be liable for interest or late charges for any late payments.

**The Appendices listed below are Amended as follows:**

2.3 Delete Appendix A, and replace in its entirety with Appendix A to Agreement as amended. Dated: 09/01/2023.

2.4 Delete Appendix A-1, and replace in its entirety with Appendix A-1 to Agreement as amended. Dated: 09/01/2023.

2.5 Delete Appendix B, and replace in its entirety with Appendix B to Agreement as amended. Dated: 09/01/2023.

2.6 Delete Appendix B-4, and replace in its entirety with Appendix B-4 to Agreement as amended. Dated: 09/01/2023.

2.7 Delete Appendix B-4a, and replace in its entirety with Appendix B-4a to Agreement as amended. Dated: 09/01/2023.

2.8 Delete Appendix B-4b, and replace in its entirety with Appendix B-4b to Agreement as amended. Dated: 09/01/2023.

2.9 Delete Appendix B-4c, and replace in its entirety with Appendix B-4c to Agreement as amended. Dated: 09/01/2023.

2.10 Add Appendix B-5 to Agreement as amended: Dated 09/01/2023.

2.11 Add Appendix B-5a to Agreement as amended: Dated 09/01/2023.

2.12 Add Appendix B-5b to Agreement as amended: Dated 09/01/2023.

2.13 Add Appendix B-5c to Agreement as amended: Dated 09/01/2023.

2.14 Add Appendix B-6 to Agreement as amended: Dated 09/01/2023.

2.15 Add Appendix B-6a to Agreement as amended: Dated 09/01/2023.

2.16 Add Appendix B-6b to Agreement as amended: Dated 09/01/2023.

2.17 Add Appendix B-6c to Agreement as amended: Dated 09/01/2023.

2.18 Add Appendix B-7 to Agreement as amended: Dated 09/01/2023.

2.19 Add Appendix B-7a to Agreement as amended: Dated 09/01/2023.

2.20 Add Appendix B-7b to Agreement as amended: Dated 09/01/2023.

2.21 Add Appendix B-7c to Agreement as amended: Dated 09/01/2023.

2.22 Add Appendix B-8 to Agreement as amended: Dated 09/01/2023.

2.23 Add Appendix B-8a to Agreement as amended: Dated 09/01/2023.

2.24 Add Appendix B-8b to Agreement as amended: Dated 09/01/2023.

2.25 Add Appendix B-8c to Agreement as amended: Dated 09/01/2023.

2.26 Add Appendix B-9 to Agreement as amended: Dated 09/01/2023.

2.27 Add Appendix B-9a to Agreement as amended: Dated 09/01/2023.

2.28 Add Appendix B-9b to Agreement as amended: Dated 09/01/2023.

2.29 Add Appendix B-9c to Agreement as amended: Dated 09/01/2023.

2.30 Add Appendix B-10 to Agreement as amended: Dated 09/01/2023.

2.31 Add Appendix B-10a to Agreement as amended: Dated 09/01/2023.

2.32 Add Appendix B-10b to Agreement as amended: Dated 09/01/2023.

2.33 Add Appendix B-10c to Agreement as amended: Dated 09/01/2023.

2.34 Delete Appendix F-4, and replace in its entirety with Appendix F-4 to Agreement as amended. Dated: 09/01/2023.

2.35 Delete Appendix F-4a, and replace in its entirety with Appendix F-4a to Agreement as amended. Dated: 09/01/2023.

2.36 Delete Appendix F-4b, and replace in its entirety with Appendix F-4b to Agreement as amended. Dated: 09/01/2023.

2.37 Delete Appendix F-4c, and replace in its entirety with Appendix F-4c to Agreement as amended. Dated: 09/01/2023.

2.38 Add Appendix F-5 to Agreement as amended: Dated 09/01/2023.

2.39 Add Appendix F-5a to Agreement as amended: Dated 09/01/2023.

2.40 Add Appendix F-5b to Agreement as amended: Dated 09/01/2023.

2.41 Add Appendix F-5c to Agreement as amended: Dated 09/01/2023.

2.42 Add Appendix F-6 to Agreement as amended: Dated 09/01/2023.

2.43 Add Appendix F-6a to Agreement as amended: Dated 09/01/2023.

- 2.44 Add Appendix F-6b to Agreement as amended: Dated 09/01/2023.
- 2.45 Add Appendix F-6c to Agreement as amended: Dated 09/01/2023.
- 2.46 Add Appendix F-7 to Agreement as amended: Dated 09/01/2023.
- 2.47 Add Appendix F-7a to Agreement as amended: Dated 09/01/2023.
- 2.48 Add Appendix F-7b to Agreement as amended: Dated 09/01/2023.
- 2.49 Add Appendix F-7c to Agreement as amended: Dated 09/01/2023.
- 2.50 Add Appendix F-8 to Agreement as amended: Dated 09/01/2023.
- 2.51 Add Appendix F-8a to Agreement as amended: Dated 09/01/2023.
- 2.52 Add Appendix F-8b to Agreement as amended: Dated 09/01/2023.
- 2.53 Add Appendix F-8c to Agreement as amended: Dated 09/01/2023.
- 2.54 Add Appendix F-9 to Agreement as amended: Dated 09/01/2023.
- 2.55 Add Appendix F-9a to Agreement as amended: Dated 09/01/2023.
- 2.56 Add Appendix F-9b to Agreement as amended: Dated 09/01/2023.
- 2.57 Add Appendix F-9c to Agreement as amended: Dated 09/01/2023.
- 2.58 Add Appendix F-10 to Agreement as amended: Dated 09/01/2023.
- 2.59 Add Appendix F-10a to Agreement as amended: Dated 09/01/2023.
- 2.60 Add Appendix F-10b to Agreement as amended: Dated 09/01/2023.
- 2.61 Add Appendix F-10c to Agreement as amended: Dated 09/01/2023.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

Recommended by:

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Grant Colfax, MD  
 Director of Health  
 Department of Public Health

Approved as to Form:

David Chiu  
 City Attorney

By: \_\_\_\_\_  
 Deputy City Attorney

Approved:

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**Sailaja Kurella**  
 Director of the Office of Contract  
 Administration and City Purchaser

CONTRACTOR

**Regents University of California**  
**A Constitutional Corporation,**  
**On behalf of its San Francisco Campus**

DocuSigned by:  
*Erica Anderson* 10/18/2023 | 12:08 PM PDT  
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**Contracts Specialist**  
**490 Illinois Street, 4<sup>th</sup> Floor**  
**San Francisco, CA 94143**

Supplier ID number: 0000012359

## **Appendix A Scope of Services**

### **1. Terms**

#### **A. Contract Administrator:**

In performing the Services hereunder, Contractor shall report to **Bill Blum**, Contract Administrator for the City, or his / her designee.

#### **B. Reports:**

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

For services solicited under a Group Purchasing Organization (GPO) the Contractor shall report all applicable sales under this agreement to the respective GPO.

#### **C. Evaluation:**

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City.

For contracts for the provision of services at San Francisco General or Laguna Honda Hospital and Rehabilitation Center, the evaluation program shall include agreed upon performance measures as specified in the Performance Improvement Plan and Performance Measure Grid which is presented in Attachment 1 to Appendix A. Performance measures are reported annually to the Zuckerberg San Francisco General performance improvement committees (PIPS and Quality Council) or the to the Administration Office of Laguna Honda Hospital and Rehabilitation Center.

The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

#### **D. Possession of Licenses/Permits:**

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

#### **E. Adequate Resources:**

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.



F. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

G. Infection Control, Health and Safety:

(1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.

(2) Contractor must demonstrate personnel policies/procedures for protection of its employees, agents, subcontractors and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) Contractor is responsible for correcting known site hazards, the proper use of equipment located at the site, health and safety of their employees, and all other persons who work or visit the job site.

(5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by its employees, agents and subcontractors, including safe needle devices, and provides and documents all appropriate training.

(8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

H. Aerosol Transmissible Disease Program, Health and Safety:

(1) Contractor must have an Aerosol Transmissible Disease (ATD) Program as defined in the California Code of Regulations, Title 8, Section 5199, Aerosol Transmissible Diseases (<http://www.dir.ca.gov/Title8/5199.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, screening procedures, source control measures, use of personal protective equipment, referral procedures, training, immunization, post-exposure medical evaluations/follow-up, and recordkeeping.

(2) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as Aerosol Transmissible Disease and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(3) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(4) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their employees, agents, subcontractors, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

I. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

J. Compliance With Grant Award Notices:

Contractor recognizes that funding for this Agreement is provided to the City through federal, state or private foundation awards. Contractor agrees to comply with the provisions of the City's agreements with said funding sources, to the extent that the City provides Contractor with the terms of such agreements.

Contractor agrees that funds received by Contractor from a source other than the City to defray any portion of the reimbursable costs allowable under this Agreement shall be reported to the City and deducted by Contractor from its billings to the City to ensure that no portion of the City's reimbursement to Contractor is duplicated.

**2. Description of Services**

Contractor agrees to perform the following Services:

All written Deliverables, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

Detailed description of services are listed below and are attached hereto

**Appendix A-1 HIV HALT COE**

<b>Contractor / Provider</b>		University of California, San Francisco / SFGH Ward 86															
<b>Total Contract Amount</b>		\$ 24,456,138		System of Care: HIV Health Services (HHS)						RFP # 5-2019							
<b>Program Name</b>		Homeless, Aging, and Long Term Survivors (HALT) Center of Excellence (CoE)															
<b>Contact Person / Phone / Address</b>		Helga Sigvaldadottir, CoE Coordinator, helga.sigvaldadottir@ucsf.edu, 415-305-4882, 995 Potrero Ave, Ward 86, SF, CA 94110															
<b>Funding Source</b>		General Fund		General Fund		General Fund		RWPA		General Fund		General Fund		General Fund			
<b>Appendices</b>		A-1 / B-1		A-1 / B-1a		A-1 / B-1b		A-1 / B-1c		A-1 / B-1d		A-1 / B-1e		A-1 / B-1f			
<b>Amount</b>		\$559,992		\$163,157		\$13,998		\$14,384		\$1,533,957		\$484,766		\$41,590			
<b>Term</b>		3/1/20 - 6/30/20		3/1/20 - 6/30/20		3/1/20 - 6/30/20		7/1/20 - 2/28/21		7/1/20 - 6/30/21		7/1/20 - 6/30/21		7/1/20 - 6/30/21			
		UC W 86 / STOP		UC AHP		SFAF		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF			
<b>Definition of UOS</b>		UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC		
Outpt Amb Hlth Svcs Encounters		775	200							1,700	600						
Treatment Adherence Hours		1,152	200							4,147	600						
Medical Case Management Hours		307	60	915	43			121	15	864	400	2,409	130				
Behavioral Hlth Counseling Hours		82	20							216	60						
Substance Use Counseling Hours		133	13							205	40						
Psychiatry Encounters				202	75							588	225				
Substance Use Services Hours						84	20							377	35		
Substance Use Svcs Group Hours						30	5							135	10		
<b>Totals</b>		2,449	200	1,117	75	114	25	121	15	7,132	600	2,997	225	512	35		
<b>Funding Source</b>		RWPA		General Fund		General Fund		General Fund		RWPA		General Fund		General Fund		General Fund	
<b>Appendices</b>		A-1 / B-2		A-1 / B-2a		A-1 / B-2b		A-1 / B-2c		A-1 / B-3		A-1 / B-3a		A-1 / B-3b		A-1 / B-3c	
<b>Amount</b>		\$14,852		\$1,708,977		\$428,669		\$44,166		\$15,229		\$1,975,108		\$535,391		\$45,933	
<b>Term</b>		7/1/21 - 2/28/22		7/1/21 - 6/30/22		7/1/21 - 6/30/22		7/1/21 - 6/30/22		7/1/22 - 2/28/23		7/1/22 - 6/30/23		7/1/22 - 6/30/23		7/1/22 - 6/30/23	
		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF	
<b>Definition of UOS :</b>		UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpt Amb Hlth Svcs Encounters				5,494	600							5,494	600				
Treatment Adherence Hours																	
Medical Case Management Hours		121	15	1,200	460	2,409	130			121	15	1,200	460	2,260	130		
Substance Use Counseling Hours				156	40							156	40				
Psychiatry Encounters						588	225							650	225		
Substance Use Services Hours								377	35							339	35
Substance Use Svcs Group Hours								135	10							95	7
<b>Totals</b>		121	15	6,850	600	2,997	225	512	35	121	15	6,850	600	2,910	225	434	35
		<i>Please Note: Total UDC is not the sum of UDC from each mode of service.</i>															
<b>TOTAL ANNUAL PROGRAM UDC</b>		600															

SUMMARY PAGE

Funding Source	RWPA		General Fund		General Fund		General Fund		RWPA		General Fund		General Fund		General Fund	
Appendices	A-1 / B-4		A-1 / B-4a		A-1 / B-4b		A-1 / B-4c		A-1 / B-5		A-1 / B-5a		A-1 / B-5b		A-1 / B-5c	
Amount	\$15,952		\$1,975,107		\$535,391		\$48,115		\$15,952		\$1,905,710		\$560,821		\$48,115	
Term	7/1/23 - 2/29/24		7/1/23- 6/30/24		7/1/23- 6/30/24		7/1/23- 6/30/24		7/1/24 - 2/28/25		7/1/24- 6/30/25		7/1/24- 6/30/25		7/1/24- 6/30/25	
	UC Ward 86		UC W 86 / STOP		UC AHP		SFAF		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF	
Definition of UOS :	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpt Amb Hlth Svcs Encounters			5,290	600							5,290	600				
Treatment Adherence Hours																
Medical Case Management Hours	116	15	1,200	460	2,200	130	0		116	15	1,200	460	2,200	130		
Substance Use Counseling Hours			204	40							204	40				
Psychiatry Encounters					727	225							727	225		
Substance Use Hours							339	35							339	35
Substance Use Group Hours							95	7							95	7
Totals	116	15	6,694	600	2,927	225	434	35	116	15	6,694	600	2,927	225	434	35
<i>Total UDC is not the sum of UDC from each mode of service.</i>																
TOTAL ANNUAL PROGRAM UDC	600															

  

Funding Source	RWPA		General Fund		General Fund		General Fund		RWPA		General Fund		General Fund		General Fund	
Appendices	A-1 / B-6		A-1 / B-6a		A-1 / B-6b		A-1 / B-6c		A-1 / B-7		A-1 / B-7a		A-1 / B-7b		A-1 / B-7c	
Amount	\$15,952		\$1,905,710		\$560,821		\$48,115		\$15,952		\$1,905,710		\$560,821		\$48,115	
Term	7/1/25 - 2/28/26		7/1/25- 6/30/26		7/1/25- 6/30/26		7/1/25- 6/30/26		7/1/26 - 2/28/27		7/1/26- 6/30/27		7/1/26- 6/30/27		7/1/26- 6/30/27	
	UC Ward 86		UC W 86 / STOP		UC AHP		SFAF		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF	
Definition of UOS :	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpt Amb Hlth Svcs Encounters			5,290	600							5,290	600				
Treatment Adherence Hours																
Medical Case Management Hours	116	15	1,200	460	2,200	130			116	15	1,200	460	2,200	130		
Substance Use Counseling Hours			204	40							204	40				
Psychiatry Encounters					727	225							727	225		
Substance Use Hours							339	35							339	35
Substance Use Group Hours							95	7							95	7
Totals	116	15	6,694	600	2,927	225	434	35	116	15	6,694	600	2,927	225	434	35
<i>Total UDC is not the sum of UDC from each mode of service.</i>																
TOTAL ANNUAL PROGRAM UDC	600															

Funding Source	RWPA		General Fund		General Fund		General Fund		RWPA		General Fund		General Fund		General Fund	
Appendices	A-1 / B-8		A-1 / B-8a		A-1 / B-8b		A-1 / B-8c		A-1 / B-9		A-1 / B-9a		A-1 / B-9b		A-1 / B-9c	
Amount	\$15,952		\$1,905,710		\$560,821		\$48,115		\$15,952		\$1,905,710		\$560,821		\$48,115	
Term	7/1/27 - 2/29/28		7/1/27 - 6/30/28		7/1/27 - 6/30/28		7/1/27 - 6/30/28		7/1/28 - 2/28/29		7/1/28 - 6/30/29		7/1/28 - 6/30/29		7/1/28 - 6/30/29	
	UC Ward 86		UC W 86 / STOP		UC AHP		SFAF		UC Ward 86		UC W 86 / STOP		UC AHP		SFAF	
Definition of UOS :	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Output Amb Hlth Svcs Encounters			5,290	600							5,290	600				
Treatment Adherence Hours																
Medical Case Management Hours	116	15	1,200	460	2,200	130			116	15	1,200	460	2,200	130		
Substance Use Counseling Hours			204	40							204	40				
Psychiatry Encounters					727	225							727	225		
Substance Use Hours							339	35							339	35
Substance Use Group Hours							95	7							95	7
Totals	116	15	6,694	600	2,927	225	434	35	116	15	6,694	600	2,927	225	434	35
<i>Total UDC is not the sum of UDC from each mode of service.</i>																
TOTAL ANNUAL PROGRAM UDC	600															
Funding Source	RWPA		General Fund		General Fund		General Fund									
Appendices	A-1 / B-10		A-1 / B-10a		A-1 / B-10b		A-1 / B-10c									
Amount	\$15,952		\$1,270,473		\$373,880		\$32,078									
Term	7/1/29 - 2/28/30		7/1/29 - 2/28/30		7/1/29 - 2/28/30		7/1/29 - 2/28/30									
	UC Ward 86		UC W 86 / STOP		UC AHP		SFAF									
Definition of UOS :	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC								
Output Amb Hlth Svcs Encounters			3,527	600												
Treatment Adherence Hours																
Medical Case Management Hours	116	15	833	460	1,467	130										
Substance Use Counseling Hours			128	40												
Psychiatry Encounters					485	225										
Substance Use Hours							235	35								
Substance Use Group Hours							63	7								
Totals	116	15	4,488	600	1,952	225	298	35								
<i>Total UDC is not the sum of UDC from each mode of service.</i>																
TOTAL ANNUAL PROGRAM UDC	600															

**1. PROGRAM NAME / ADDRESS** Homeless, Aging, and Long-Term Survivors (HALT) Center of Excellence (CoE)  
995 Potrero Ave., Ward 86, San Francisco, CA 94110

**Contact** Helga Sigvaldadottir, CoE Coordinator, Helga. Sigvaldadottir@ucsf.edu, cell 305-4882

**2. NATURE OF DOCUMENT** Amendment

### 3. GOAL STATEMENT

The program's mission is to provide high-quality medical, behavioral health, and supportive services to impoverished persons living with HIV who have complex needs on a citywide basis, with a specific focus on: a) older adults; b) long-term HIV survivors; c) clients with advanced HIV disease requiring complex medical management; d) clients experiencing unstable housing or homelessness; and/or e) clients with behavioral health needs. Ward 86 will ensure access to innovative, integrated, culturally competent, and trauma-informed services that holistically respond to each client's individual needs while respectfully engaging and supporting clients at whatever place they find themselves in their personal journey as a person with HIV.

### 4. TARGET POPULATION

Ward 86 serves all who present with any need. Ward 86 will serve all ethnicities and populations, with a focused expertise to address the unique needs of a portion of the currently RWPA-funded clients at Ward 86 identified as severe need according to the HIV Health Services Planning Council definition of severe need. All clients have an HIV disabling diagnosis, meet the low-income criteria of the Planning Council, and have a mental health problem, a substance abuse disorder, or both.

Ward 86 assures that all HIV Health Services (HHS) funds are only used to pay for services that are not reimbursed by any other funding source. Client enrollment priority is reserved for San Francisco residents who have low incomes and are uninsured. Secondary enrollment is reserved for San Francisco residents who have low incomes and are underinsured. Low Income status is equal to 500% of the Federal Poverty Level (FPL) as defined by the US Department of Health and Human Services.

Client HIV diagnosis is confirmed at intake. Client eligibility determination for residency, low-income, and insurance status is confirmed at intake and at 12-month intervals thereafter and must be documented in the client file or in ARIES.

Clients must meet each of the following:

- Disabled by HIV disease or with symptomatic diagnosis.
- Active substance abuse or mental illness.
- Poverty defined as an annual federal adjusted gross income equal to or less than 150% of FPL (Federal Poverty Level).

Additionally, HHS recognizes special populations which have unique or disproportionate barriers to care. Individuals within these populations may need additional or unique services, or require a special level of expertise to maintain them in care. An individual is considered from a special population if they are from one of the following groups:

- Trans female and trans male individuals.
- Clients over the age of 50.
- Populations with the lowest rates of antiretroviral treatment (e.g. women of color, African Americans, IDU).

### 5. MODALITIES and INTERVENTIONS Units of Service (UOS) and Unduplicated Clients (UDC)

The HALT Center of Excellence (the Center) will provide services to 600 unduplicated clients. The interventions and the respective number of units of service (UOS), and unduplicated clients (UDC) by program are detailed in the tables on the following pages:

UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1	Outpatient Ambulatory Health Services Encounters 1.40 FTE x ~ 34.6 encounters / wk. x 16 wks.	775	200
	Treatment Adherence Hours 2.40 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	1,152	200
	Medical Case Management Hours 0.64 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	307	60
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.17 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	82	20
	Substance Use Counseling Hours (PhD-STOP) 0.32 FTE x 40 hrs./wk. x 16 wks. x ~ 65% effort	133	13
Total UOS and UDC		2,449	200
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1a	Outpt. Mental Health Psychiatry Encounters (MD/NP) 0.57 FTE x ~approx. 22 encounters / wk. x 16 wks.	202	75
	Medical Case Management Hours 2.20 FTE x 40 hrs. / wk. x 16 wks. x ~approx. 65% effort	915	43
Total UOS and UDC		1,117	75
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1b	Substance Use Services Hours 0.36 FTE x 35 hrs. / wk. x 10 wks. x ~ 66.7% effort	84	20
	Substance Use Services Group Hours Three 1-hour groups / wk. x 10 weeks	30	5
Total UOS and UDC		114	25
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 02/28/21 (8 mos.) RWPA / B-1c	Medical Case Management Hours 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ approx. 65% effort	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund B-1d	Outpatient Ambulatory Health Services Encounters 0.91 FTE x ~ 38.9 encounters / wk. x 48 wks.	1,700	600
	Treatment Adherence Hours 2.40 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% effort	4,147	600
	Medical Case Management Hours 0.60 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	864	400
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.15 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	216	60
	Substance Use Counseling Hours (PhD-STOP) 0.14 FTE x 40 hrs. / wk. x 48 wks. x ~ 76.3% effort	205	40
Total UOS and UDC		7,132	600

UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund / B-1e	Psychiatry Encounters (MD/NP) 0.51 FTE x ~. 24 encounters / wk. x 48 wks.	588	225
	Medical Case Management Hours 1.93 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% effort	2,409	130
Total UOS and UDC		2,997	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund B-1f	Substance Use Counseling Hours 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% effort	377	35
	Substance Use Counseling Group Hours Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 02/28/22 (8 mos.) RWPA / B-2	Medical Case Management Hours 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2a	Outpatient Ambulatory Health Services Encounters 3.27 FTE x ~ 35 encounters / wk. x 48 wks.	5,494	600
	Medical Case Management Hours 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140 Mobile Engagement MCM Hours (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	Substance Use Counseling Hours (PhD-STOP) 0.09 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% productivity = 156	156	40
Total UOS and UDC		6,850	600
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2b	Psychiatry Encounters (MD/NP) 0.51 FTE x ~ 24 encounters / wk. x 48 wks.	588	225
	Medical Case Management Hours 1.737 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,168 Mobile Engagement MCM Hours (part of total MCM Hours) 0.193 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 241	2,409	130
Total UOS and UDC		2,997	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2c	Substance Use Counseling Hours 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	377	35
	Substance Use Counseling Group Hours Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35



UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 02/28/23 (8 mos.) RWPA / B-3	Medical Case Management Hours 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3a	Outpatient Ambulatory Health Services Encounters 3.230 FTE x ~ 35.43 encounters / wk. x 48 wks. = 5,494	5,494	600
	Medical Case Management Hours 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140 Mobile Engagement MCM Hours (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	Substance Use Counseling Hours (PhD-STOP) 0.09 FTE x 40 hrs. / wk. x 48 wks. x ~ 90.3% productivity = 156	156	40
Total UOS and UDC		6,850	600
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3b	Psychiatry Encounters (MD/NP) 0.564 FTE x ~ 24 encounters / wk. x 48 weeks	650	225
	Medical Case Management Hours 1.630 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% productivity = 2,034 Mobile Engagement MCM Hours (part of total MCM Hours) 0.181 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 226	2,260	130
Total UOS and UDC		2,910	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3c	Substance Use Counseling Hours 0.32 FTE x 35.43 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	Substance Use Counseling Group Hours Two x ~1-hour groups / wk. x 45 wks.	95	7
Total UOS and UDC		434	35
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/23- 02/29/24 (8 mos.) RWPA / B-4	Medical Case Management Hours 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
Total UOS and UDC		116	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/23 - 06/30/24	Outpatient Ambulatory Health Services Encounters 3.149 FTE x ~ 35 encounters / wk. x 48 wks.	5,290	600

General Fund B-4a	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	<b>Substance Use Counseling Hours</b> (PhD-STOP) 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	204	40
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>
<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/23 - 06/30/24 General Fund B-4b	<b>Psychiatry Encounters</b> (MD/NP) 0.631 FTE x ~ 24 encounters / FTE x 48 wks. <b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	727	225
<b>Total UOS and UDC</b>		<b>2,927</b>	<b>225</b>
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/23 - 06/30/24 General Fund B-4c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity <b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	339	35
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>
<b>UCSF-Ward 86 (Lead Agency)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/24- 02/28/25 (8 mos.) RWPA / B-5	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/24 - 06/30/25 General Fund B-5a	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 48 wks. <b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60 <b>Substance Use Counseling Hours</b> (PhD-STOP) 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	5,290	600
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>

<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/24 - 06/30/25 General Fund B-5b	<b>Psychiatry Encounters</b> (MD/NP) 0.631 FTE x ~ 24 encounters / FTE x 48 wks. <b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	727	225
<b>Total UOS and UDC</b>		<b>2,200</b>	<b>130</b>

Total UOS and UDC		2,927	225
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/24 - 06/30/25 General Fund B-5c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	95	7
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>
<b>UCSF-Ward 86 (Lead Agency)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/25- 02/28/26 (8 mos.) RWPA / B-6	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/25 - 06/30/26 General Fund B-6a	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 48 wks.	5,290	600
	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140		
	<b>Mobile Engagement MCM Hours (part of total MCM Hours)</b> 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	<b>Substance Use Counseling Hours (PhD-STOP)</b> 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	204	40
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>
<b>UCSF- Alliance Health Project (AHP)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/25 - 06/30/26 General Fund B-6b	<b>Psychiatry Encounters (MD/NP)</b> 0.631 FTE x ~ 24 encounters / FTE x 48 wks.	727	225
	<b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090		
	<b>Mobile Engagement MCM Hours (part of total MCM Hours)</b> 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	2,200	130
<b>Total UOS and UDC</b>		<b>2,927</b>	<b>225</b>
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/25 - 06/30/26 General Fund B-6c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	95	7
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>
<b>UCSF-Ward 86 (Lead Agency)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/26- 02/28/27 (8 mos.) RWPA / B-7	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/26 - 06/30/27	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 48 wks.	5,290	600

General Fund B-7a	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140		
	<b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	<b>Substance Use Counseling Hours</b> (PhD-STOP) 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	204	40
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>
<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/26 - 06/30/27 General Fund B-7b	<b>Psychiatry Encounters</b> (MD/NP) 0.631 FTE x ~ 24 encounters / FTE x 48 wks.	727	225
	<b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090		
	<b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	2,200	130
<b>Total UOS and UDC</b>		<b>2,927</b>	<b>225</b>
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/26 - 06/30/27 General Fund B-7c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	95	7
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>
<b>UCSF-Ward 86 (Lead Agency)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/27- 02/29/28 (8 mos.) RWPA / B-8	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/27 - 06/30/28 General Fund B-8a	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 48 wks.	5,290	600
	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140		
	<b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	<b>Substance Use Counseling Hours</b> (PhD-STOP) 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	204	40
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>

<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/27 - 06/30/28 General Fund B-8b	<b>Psychiatry Encounters</b> (MD/NP) 0.631 FTE x ~ 24 encounters / FTE x 48 wks.	727	225
	<b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090		
	<b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	2,200	130
<b>Total UOS and UDC</b>		<b>2,927</b>	<b>225</b>

<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/27 - 06/30/28 General Fund B-8c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	95	7
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>
<b>UCSF-Ward 86 (Lead Agency)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/28- 02/28/29 (8 mos.) RWPA / B-9	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/28 - 06/30/29 General Fund B-9a	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 48 wks.	5,290	600
	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 48 wks. x ~ 87.7% productivity = 1,140 <b>Mobile Engagement MCM Hours (part of total MCM Hours)</b> 0.040 FTE x 40 hrs. / wk. x 48 wks. x ~ 78% productivity = 60	1,200	460
	<b>Substance Use Counseling Hours (PhD-STOP)</b> 0.100 FTE x 40 hrs. / wk. x 51 wks. x ~ 100% productivity = 204	204	40
<b>Total UOS and UDC</b>		<b>6,694</b>	<b>600</b>
<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/28 - 06/30/29 General Fund B-9b	<b>Psychiatry Encounters (MD/NP)</b> 0.631 FTE x ~ 24 encounters / FTE x 48 wks.	727	225
	<b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 48 wks. x ~ 65% productivity = 2,090 <b>Mobile Engagement MCM Hours (part of total MCM Hours)</b> 0.088 FTE x 40 hrs./wk. x 48 wks. x ~ 65% productivity = 110	2,200	130
<b>Total UOS and UDC</b>		<b>2,927</b>	<b>225</b>
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/28 - 06/30/29 General Fund B-9c	<b>Substance Use Counseling Hours</b> 0.324 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% productivity	339	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 45 wks.	95	7
<b>Total UOS and UDC</b>		<b>434</b>	<b>35</b>

<b>UCSF-Ward 86 (Lead Agency)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/29- 02/28/30 (8 mos.) RWPA / B-10	<b>Medical Case Management Hours</b> 0.144 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% productivity	116	15
<b>Total UOS and UDC</b>		<b>116</b>	<b>15</b>
<b>UCSF-Ward 86 (Lead Agency) &amp; Substance Treatment Outpatient Program (STOP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>

07/01/29- 02/28/30 (8 mos.) General Fund B-10a	<b>Outpatient Ambulatory Health Services Encounters</b> 3.149 FTE x ~ 35 encounters / wk. x 32 wks.	3,527	600
	<b>Medical Case Management Hours</b> 0.677 FTE x 40 hrs. / wk. x 32 wks. x ~ 87.7% productivity = 760 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) = 0.088 FTE x 40 hrs./wk. x 32 wks. x ~ 65% productivity = 73	833	460
	<b>Substance Use Counseling Hours</b> (PhD-STOP) 0.100 FTE x 40 hrs. / wk. x 32 wks. x ~ 100% productivity = 128	128	40
<b>Total UOS and UDC</b>		<b>4,488</b>	<b>600</b>
<b>UCSF- Alliance Health Project (AHP)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/29- 02/28/30 (8 mos.) General Fund B-10b	<b>Psychiatry Encounters</b> (MD/NP) 0.631 FTE x ~ 24 encounters / FTE x 32 wks.	485	225
	<b>Medical Case Management Hours</b> 1.675 FTE x 40 hrs./ wk. x 32 wks. x ~ 65% productivity = 1,394 <b>Mobile Engagement MCM Hours</b> (part of total MCM Hours) 0.088 FTE x 40 hrs./wk. x 32 wks. x ~ 65% productivity = 73	1,467	130
	<b>Total UOS and UDC</b>	<b>1,952</b>	<b>225</b>
<b>San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)</b>			
<b>Period / Funds / App</b>	<b>Mode of Service/Intervention Description</b>	<b>UOS</b>	<b>UDC</b>
07/01/29- 02/28/30 (8 mos.) General Fund B-10c	<b>Substance Use Counseling Hours</b> 0.324 FTE FTE x 35 hrs. / wk. x 32 wks. x ~ 65% productivity = 235	235	35
	<b>Substance Use Counseling Group Hours</b> Two ~1-hour groups / wk. x 30 wks.	63	7
	<b>Total UOS and UDC</b>	<b>298</b>	<b>35</b>

**Note: Total UDC is not the sum of UDC from each mode of service**

### **Definitions of Modes of Service**

**Outpt Ambulatory Health Services:** (W86) comprehensive multidisciplinary medical assessments, evaluation, diagnosis, and treatment, including history, physical, general medical care, care plans, and referral to specialty services

**Treatment Adherence:** (W86) pharmacist consultation prior to antiretroviral initiation or change; Medi-sets for improved adherence; on-going support provided by physicians and nurses

**Medical Case Management (MCM):** (W86) comprehensive psychosocial intake and assessments, development, implementation, monitor care plan, reassessment, behavioral health counseling, follow-up care plans, consult other service providers as needed

**Mobile Medical Case Management (MCM):** (W86) comprehensive psychosocial assessments, development, implementation, monitor care plan, reassessment, behavioral health counseling, follow-up care plans, consult other service providers as needed to clients experiencing homeless and those recently released from incarceration

**Behavioral Health Counseling:** (W86) assess/counsel substance use/mental health issues, linkage to higher levels of care

**Substance Use Counseling:** (STOP-PhD) behavioral health services for active substance users with severe psychotic conditions that complicate the management of HIV disease

**Mental Health Psychiatry (Psychiatry Encounter):** (AHP- MD/NP) ongoing medication monitoring, psychiatry assessment, linkage to W 86 primary care and case management., HALT partners, or other community-based agencies outside the CoE as needed

**Medical Case Management:** (AHP) comprehensive psychosocial intake/assessments, development, implementation, monitoring care plan, reassessment, and follow-up of individual care plans, and consultation with other service providers

Substance Use Counseling: (SFAF) pre-treatment substance abuse services based on harm reduction; linkage to treatment, ongoing provision of individual and/or group substance abuse counseling and follow-up

Substance Use Counseling Groups: (SFAF) for methamphetamine and other substance users depending upon readiness and in concert with harm reduction principles: preparation group; action group; relapse prevention group

## 6. METHODOLOGY

The Lead Agency for HALT is the University of California, San Francisco. Ward 86 at Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG) serves as the functional lead coordinated by the HALT Program Coordinator. The HALT Program Coordinator is responsible for the following:

- Development of contractual agreement with the SFPDH HIV Health Services (HHS)
- Establishing and monitoring subcontracts with all providers
- Establishing and implementing a HALT MOU
- Ensuring prompt and adequate reporting and invoicing to HHS
- Ensuring monthly timely and accurate client data entry into Epic and ARIES
- Ensuring administrative coordination among collaborators
- Ensuring logistics and program coordination, including assurance that off-site staff are utilized
- Organizing trainings for all HALT staff
- Ensuring quality improvements for HALT and conducting the annual consumer satisfaction survey
- Identifying and addressing problems and issues affecting the operation of HALT
- Acting as the primary Center of Excellence liaison with HHS

Ward 86 prepares all invoicing and payments using standard UCSF procedures. Each agency will submit complete, correct, and timely invoices to Ward 86, which will maintain the fiscal reserves and cash flow as required and make timely payments to the other agencies. Ward 86 will submit monthly invoices in compliance with Article 3 and Appendix F – Method of Payment/Invoicing.

### ***Client Outreach***

Outreach, recruitment, promotion, and advertising for HALT occurs primarily through the staff of Ward 86, the primary medical care facility at which services are delivered. HALT will also rely on staff at the collaborating agencies to recruit and enroll eligible clients into HALT.

### ***HALT Admission***

Ward 86 is committed to identifying people living with HIV/AIDS who are not in care and bringing them into care; and ensuring that they remain engaged in care. Clients will join HALT one of four ways. First, clients will find HALT via self-referral, most of whom have heard of ZSFG through word-of-mouth. Second, clients will come to HALT through a referral from a community provider, including an internal referral from the other HALT partners. Third, the Positive Health Access to Service and Treatment (PHAST) team connects with people identified as being HIV positive within ZSFG, including those who have been newly diagnosed, and brings them into care at Ward 86. Fourth, individuals who have tested positive through AHP, or ZSFG can be easily linked to care with HALT. For all these referrals and linkages, clients will be assessed by Ward 86 social workers to determine if they are eligible for HALT using the eligibility criteria of the “severe need” definition, or if they will become a part of the general Ward 86 patient population. If a client does not qualify for HALT under the severe need definition, the client will still be seen at Ward 86. The client will continue to receive uninterrupted service delivery; however, the client will no longer receive vouchers.

All clients that complete registration or intake are screened to determine their eligibility to receive Ryan White funded services and to identify alternate sources of payment (e.g., Medi-Cal, Medicare, and other insurance) in order to ensure that CARE Act funds are the payer of last resort. Clients determined to need further assistance with insurance and/or benefits counseling will be referred to an Eligibility Worker or a Benefits Counselor for a more in-depth assessment. Clients that have been screened elsewhere within the three months need not be re-screened; however, confirmation and documentation of the original screening must be obtained.

Any clients that arrive at STOP, Stonewall, or AHP are screened for primary care. Clients seeking treatment are asked at intake if they have a regular primary care provider, and if so, to provide the date of the last primary care appointment. If a client does not have a plan for accessing medical care, staff assists the client in developing a plan. If the client is unable to follow-through on their own, staff contacts PHAST directly to set up support for linkage clients into care.

### **Service Delivery**

Primary Care Services: delivered at ZSFG, Ward 86 by qualified PHP HIV Physician Specialists, Nurse Practitioners, Nurses, and a licensed Pharmacist. Initial intake evaluations last 30-60 minutes, and follow-up visits 20 minutes. Patients are seen during all hours of operation, M - F 8:00 am to 5:00 pm. Case conferences are held on monthly basis for all CCHAMP clients.

These services include a pharmacist-led adherence program driven by a protocol in which all patients are referred to the pharmacist for consultation prior to antiretroviral initiation or change, and Medi-sets are provided to improve adherence. The pharmacist also keeps a database of all HALT patients with the most recent CD4 counts to ensure that patients are properly referred to a pharmacist when CD4 counts are low or declining. Adherence assessment and counseling includes discussions of the importance of adherence, managing missed doses and integrating lifestyle and activities of daily living into the medication dosing schedule. Patients are encouraged to bring all medications, prescribed and over the counter, for the pharmacist's review to ensure that the client's chart is complete and that no drug-drug interactions exist. The goal is to reduce the total pill burden and optimize the response to treatment.

In addition to the pharmacists, the adherence program in the HALT is the function of staff from all disciplines. Primary Care Providers, Case Managers, and Social Workers are key to patient adherence and all HALT staff help ensure that adherence strengths and challenges are communicated team-wide through case conferences. Substance Use and Mental Health providers are important to any adherence plan if the patient has either diagnosis as treatment of HIV may often need deferment until substance use or untreated mental illness has begun to be addressed.

Primary care providers have a central relationship with each patient: a therapeutic alliance with the patient to assist in understanding the urgency of adhering to the prescribed treatment. The primary care provider is also critical in helping patients understand their health status, the natural history of HIV, and treatment options for any given disease. The patient's relationship with the primary care provider is often significant to patients starting HIV medications

Case Management Services: Comprehensive case management services are delivered via mobile engagement and in person encounters. A mobile engagement is a case management visit that is rendered in the community, and aims to support patients with care engagement, to support patients in a location convenient for them, and to work toward patient goals and address other patient needs. AHP will provide in-person case management on-site to approximately 140 unduplicated clients with the greatest needs, primarily delivered at Ward 86, however services are also available on-site at AHP in the Mid-Market area. A medical social work model of case management is employed on-site at Ward 86 to provide services to about 460 unduplicated HALT clients that are not enrolled at AHP. These services are available during normal operating hours at each of the sites.

Mental Health Services: provided by AHP and at Ward 86. Ward 86 Social Workers provide mental health assessment, counseling, and linkage to Ward 86 partners. The AHP Psychiatrist and Psych Nurse Practitioner provide psychiatry services at Ward 86 with six half-day sessions per week, including both morning and afternoon clinics based on client needs. These psychiatric services include ongoing medication monitoring, assessment and linkage to Ward 86 primary medical providers, Ward 86 social work staff, HALT partners, or other outside community-based agencies as appropriate.

Substance Abuse Services: **The Stimulant Treatment Outpatient Program (STOP) and the SFAF/Stonewall Project**  
STOP provides integrated substance abuse and mental health counseling to clients who use cocaine or methamphetamine. STOP has expertise with patients with severe psychotic and medical conditions that complicate the management of their HIV disease. STOP works closely with Ward 86 nurses, social workers, primary care providers, and AHP psychiatrists and case managers using an integrated practice model. Referrals of Ward 86 clients are accepted from HALT partners or other agencies.

Clients may drop in or schedule appointments at Ward 86, Ward 93 (Ward 86 satellite in the ZSFG methadone clinic) or STOP. STOP counselors assess whether clients have problematic use or addiction to the various drugs they use, conduct differential diagnosis of substance use and psychiatric problems, and provide individual, couples, or group counseling matched to clients' needs. Counseling may include crisis intervention, motivational interviewing, discussion of safer sex and safer drug use, cessation and relapse prevention skills training, cognitive-behavioral interventions for co-occurring psychiatric problems, medication adherence support, and referrals/care coordination. Clients are supported in entering and staying in specialized addiction treatment, such as intensive outpatient, detox, residential, or opiate assisted therapy. Successful completion of participation is defined when the participant and their primary care team agree that the goals for changing harmful substance use have been met.



The SFAF/Stonewall Project serves gay, bi, and trans men using methamphetamine and other substances, provides harm reduction-based integrated substance use, mental health, and HIV counseling services on-site at Ward 86 (or at one of the Stonewall sites if that is the client's preference) including a comprehensive intake assessment; a treatment plan developed by the participant with the assistance of his counselor; individual and group counseling sessions; collateral, couples, and/or family sessions as appropriate; case management and service coordination as needed; individual crisis intervention as needed; and basic disclosure and partner services. Group counseling is organized according to the Stages of Behavior Change mode and nature of patient goals.

### ***Client Engagement and Retention in Care***

To foster engagement and retention in care, the program staff works collectively as a team to support clients who are dropping out of care or are lost to follow up. Clients are considered dropping out of care if they have not had a medical appointment or an evaluation blood draw in a period of six months. Clients are considered lost to follow up when all attempts to reach have failed, and the client has not been seen in a year. Utilizing Epic, an Electronic Health Record, the Ward 86 QI Analyst produces monthly reports to identify clients who are dropping of care and clients who may be lost to follow up and shares this report with the entire team for feedback and strategy development. The purpose of this monthly review of clients is to identify the main barriers to engagement, tailor interventions to engage, and assign a staff person to follow up. By identifying clients who are falling out of care this process allows the clinic to reach out and engage clients before they are lost to follow up. The role of the team is to facilitate re-engagement via phone calls, certified letters, home visits, and looking for clients at their usual hang out spots, if they are homeless. Clients are considered lost to follow up when all these efforts have yielded no result and clients are not known to have engaged in care elsewhere. At this point client cases are transferred to the Department of Public Health Linkage, Integration, Navigation, and Comprehensive Services (LINCS) program.

On a regular basis, a client and his counselor review his treatment plan and assess progress to date; reassess needs and services; and identify additional problem areas and formulate new goals, when appropriate. The review occurs at a minimum every 90 days.

### ***Reassessment and Discharge Plans***

Primary Care: HALT clients are reassessed on an ongoing basis by the primary medical provider during clinical visits and the weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by their individual needs. Primary care continues to be provided to former HALT clients at Ward 86 through non-CoE sources for clients who no longer meet Center criteria.

Case Management: HALT clients are reassessed on an ongoing basis by the Ward 86 social workers and AHP's case managers during client visits and the weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by individual needs.

Mental Health Services: HALT clients are reassessed on an ongoing basis by the Ward 86 social workers, AHP psychiatrists, ward 86 providers through client visits and weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by their individual needs.

Substance Abuse Services: STOP: When the client believes he or she is ready for a higher level of substance abuse treatment, e.g. an intensive outpatient program, residential program, detox, or opiate replacement therapy, STOP substance use counselors refer them as appropriate. After admission to the STOP main program, clients are transferred from CARE funded substance use services to DPH CBHS funded drug treatment slots.

The Stonewall Project: Successful completion of a patient's participation in Stonewall service at Ward 86 is defined as when both the participant and his counselor agree that the client has been successful in achieving the goals he sets in terms of his use of speed and/or other substances; or that he needs more treatment than is possible at Ward 86 and is referred to another Stonewall program site, or to other off-site treatment programs. The client and counselor work together to develop a discharge plan that includes aftercare. Aftercare may include 12 Step groups, other self-help groups, participation in the prevention outreach activities of tweaker.org, or other activities that will support the changes the client has made.

**Vouchers / Client Incentives**

Ward 86, as the lead agent, will be informed by HHS of the quantity and types of vouchers disbursed to each of the collaborating HALT agencies. Ward 86 will ensure each agency's compliance with the HALT internal Voucher Agreement between partners. At each site, vouchers are stored in locked cabinets in a locked room. Ward 86 providers and social workers (with input from case managers) have discretion over how vouchers are distributed. At Ward 86, vouchers are distributed through the Voucher Incentive Program (VIP), which carefully tailors the distribution of vouchers to desired health outcomes established by clients with the assistance of providers, social workers and/or case managers.

**ARIES Database**

Ward 86 collects and submits all required data through the AIDS Regional Information & Evaluation System (ARIES). ARIES is a client management system designed for Ryan White CARE Act providers. ARIES enhances care provided to clients with HIV by helping agencies automate, plan, manage, and report on client data and services. ARIES is applicable for all Ryan White-eligible clients receiving services paid by any HHS source of funding.

ARIES protects client records by ensuring only authorized agencies have access. ARIES data are safely encrypted and are kept confidential. Client information relating to mental health, substance abuse, and legal issues are only available to a limited group of an agency's personnel. Authorized, ARIES-trained personnel are given certificate-dependent and password-protected access to only the information for which that person's level of permission allows.

UCSF complies with HHS policies and procedures for collecting and maintaining timely, complete, and accurate unduplicated client and service information in ARIES. Registration data is entered into ARIES within 48 hours or two working days after the data are collected. Service data, including units of service, for the preceding month is entered by the 15th working day of each month. Service data deliverables must match the information submitted on the "Monthly Statements of Deliverables and Invoice" form. Failure to adhere to HHS standards for quality and timeliness of data entry will risk delay of payment until all data is entered and up to date.

**7. OBJECTIVES and MEASUREMENTS**

All objectives and descriptions of how objectives will be measured are contained in the DPH document entitled *HIV Health Services Performance Objectives*. UCSF / Ward 86 agrees to make its best efforts to achieve these objectives within the agreed upon timeframe.

**8. CONTINUOUS QUALITY IMPROVEMENT**

UCSF and its subcontractors receiving funding through this agreement (HALT) abide by the standards of care for the services specified in this appendix as described in "Making the Connection: Standards of Care for Client-Centered Services." The HALT CoE conducts HIV-specific CQI activities to ensure compliance with Public Health Service guidelines related to the treatment of HIV. These programs are kept in compliance with Health Commission, local, state, federal, and funding source policies and requirements, including harm reduction, Health Insurance Portability and Accountability Act (HIPAA), cultural competency, and client satisfaction.

HALT has developed a quality assurance (QA) program to ensure the highest quality of care for all clients. This program meets all applicable contractual standards of care and provides valuable information for improving services. The principal primary care site will be guided by uniform protocols based upon contractual requirements and nationally recognized HIV standards of care to ensure quality across the BHCoE.

Ward 86 is primarily responsible for implementing the QA program in its role as the lead agency of the HALT. Ward 86 Continuous Quality Improvement (CQI) activities and indicators meet both ZSFG and SFHN performance improvement standards by adhering to ZSFG Administrative Policy 17.1: Performance Improvement and Patient Safety Program. This administrative policy provides overall direction to all hospital areas for meeting Joint Commission on the Accreditation of Healthcare Organizations

(JCAHO) and other regulatory requirements for both QA and PI activities. Additionally, Ward 86 QA and PI activities are guided by Ryan-White Care Act (RWCA) and other HIV-patient care funding requirements and are focused on developing and improving comprehensive patient-centered HIV health care across the health care continuum.

Ward 86 uses current Health Care Maintenance (HCM) guidelines for patient care, both to direct HCM screening during the year and to provide outcome indicators when performing clinical documentation reviews. The Ward 86 HCM guidelines are updated based on provider consensus review of several sources for current care standards. These sources include core curricula of the HIV Medicine Association of the Infectious Disease Society of America, and the American Academy of HIV Medicine; National Institutes of Health; U.S. Preventive Services Task Force; and Centers for Disease Control and Prevention. These CQI reviews are assisted by the electronic medical records system Epic. The CQI team is working with SFDPH IT Department to run all documentation and outcomes reports for HRSA and ARIES reporting through Epic.

Ward 86 CQI team also monitors professional standards of Ward 86 medical providers. Through the review of clinical documentation, the CQI team reports on clinical performance according to the standards of Ongoing Professional Practice Evaluation (OPPE), every six months. Those reports and credentialing results are reviewed by the Clinical Operations Group (COG) to identify areas for improvement. The CQI team, under the Medical Director's direction, and as part of the Clinical Operations Group (COG), develops, evaluates, and incorporates QA/QI goals into the clinical strategic plan.

Annual and ongoing quality improvement direction and initiatives at Ward 86 are determined by the COG and are based on strategic goals of the SFHN, patient satisfaction surveys, updates in clinical practice, clinical documentation reviews, and trending of unusual occurrences or sentinel events. The COG also monitors progress of CQI objectives, activities, and outcomes. Various outcomes are reported to different agencies as indicated. QA/QI activities designated by this contract are reported to SFDPH HIV Health Services (HHS) on at least an annual basis.

Ward 86 CQI team goals and objectives related to HIV specific outcomes are developed using the US Department of Health and Human Services HRSA HIV AIDS Bureau (HAB) Quality Management Technical Assistance Manual as a systematic basis for planning, designing, measuring, assessing, and improving performance. The W86 CQI team works with contract coordinators to track and report on all QA/QI goals for the various contracts, and on other external CQI projects, at W86. The CQI team is comprised of the W86 Quality Improvement Analyst and a Physician Lead, and reports to the clinic leadership team.

The CQI Team works with:

- The Medical Director, clinic leadership team, and COG to set priorities and develop objectives and goals of CQI program
- The Management Service Officer (MSO) and Human Resources manager to oversee clinical staff credentialing, licensure, and clinical training requirements
- The Ward 86 Clinical Contract Coordinators to integrate process objectives and impact objectives across clinical funding contracts and into the Ward 86 QA/QI process
- The DPH IT Department to assist with integration of clinical QA/QI objectives and indicators into clinical documentation and the development of electronic QA/QI mechanisms into Epic electronic medical records

Clinic faculty and staff participate actively in QA/QI activities and receive continuous updates on ongoing initiatives and practice improvements through a variety of mediums. Hard copies of agendas and attendance sheets from scheduled meetings are available for review. Examples of meetings where QA/QI initiatives are discussed include:

- monthly clinic staff meetings
- weekly social service meetings
- monthly provider meetings
- weekly administrative meetings

Agencies ensure quality by coordinating trainings for case manager and providing supervision of care plans and documentation. All HALT Center partners will have quality assurance programs in place that are appropriate for their professional domains and CoE-wide QA Program will address the interaction between the Center-wide program and the collaborating agencies' pre-existing programs. Additionally, the Center will use the quality management objectives developed by SFDPH for the purposes of measuring quality of all CoE services.

The SFAF Counselors review client cases with their clinical supervisor in regularly scheduled weekly individual supervision meetings, staff meetings, case consultation meetings, and psychiatry rounds. Case review occurs at intake, whenever treatment plan revision is appropriate, during regular case rounds, and at discharge. The purpose of the case review is to

ensure that the treatment plan is relevant to the stated problem(s); the services delivered are relevant to the treatment plan; and record keeping is adequate and within the agency/program standards. Staff is re-trained annually on all program charting and documentation standards and evaluated in writing twice a year on their ability to maintain complete and accurate client charts.

### **Client Privacy / HIPAA**

The HALT CoE firmly believes in a client's right to privacy, confidentiality, and self-determination. In so doing, HALT has adopted the following policies and procedures to support these goals:

- All staff that handles patient health information is trained (including new hires) and annually updated in the program's privacy/confidentiality policies and procedures and documentation is available to demonstrate that individuals were trained.
- Each disclosure of a patient's/client's health information for purposes other than treatment, payment, or operations is documented, and evidence is available to demonstrate this in program documentation.
- Authorization for disclosure of a patient's/client's health information is obtained prior to release (1) to providers outside the DPH Safety Net or (2) from a substance abuse program. An authorization form that meets the requirements of the Federal Privacy Rule (HIPAA) is signed and in patient's/client's chart/file.
- The UCSF and/or the SFDPH Privacy Policy are integrated into the program's governing policies and procedures regarding patient privacy and confidentiality. Evidence is available to demonstrate that the policy and procedures that abide by the rules outlined in these policies have been adopted, approved and implemented.
- A Privacy Notice that meets the requirements of the Federal Privacy Rule (HIPAA) is written and provided to all patients/clients served in their threshold and other languages. If document is not available in the patient's/client's relevant language, verbal translation is provided. Evidence is available in patient's chart or electronic file that patient was "noticed." (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, and Russian will be provided.)
- A Summary of the above Privacy Notice is posted and visible in registration and common areas of treatment facility, and evidence is available to demonstrate the presence and visibility of posting in said areas. (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, and Russian will be provided.)

## **9. Required Language**

- |                              |                               |
|------------------------------|-------------------------------|
| a) Third Party Reimbursement | See Target Population, Page 1 |
| b) Low Income                | See Target Population, Page 1 |
| c) Client Eligibility        | See Target Population, Page 1 |
| d) Client Retention          | See Methodology, Page 8       |
| e) Vouchers                  | See Methodology, Page 9       |
| f) ARIES Database            | See ARIES Database, Page 9    |
| g) Performance Objectives    | See Objectives, Page 9        |
| h) Standards of Care         | See CQI, Page 9               |
| i) <u>Subcontractors</u>     |                               |

To the extent that any subcontractor of UCSF would have access to City PHI, each contract between UCSF and that subcontractor must, except as the City otherwise agrees, include a provision obligating that subcontractor to (1) defend, indemnify, and hold the City harmless in the event of a data breach in the same manner in which UCSF would be so obligated under Section 13.4 hereof, (2) provide cyber and technology errors and omissions insurance with limits acceptable to the City, which approval will not be withheld on the basis that a subcontractor has failed to obtain insurance above levels reasonably typical for its industry (or for reasonably comparable providers of services) or otherwise unreasonably withheld, and (3) destroy or return all City data in an agreed upon machine readable format at the expiration of the subcontract term.

## Appendix B Calculation of Charges

### 1. Method of Payment

A. Contractor shall submit monthly invoices in the format attached in Appendix F, by the fifteenth (15th) working day of each month for reimbursement of the actual costs for Services of the immediately preceding month. All costs associated with the Services shall be reported on the invoice each month. All costs incurred under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

### 2. Program Budgets and Final Invoice

A. Program Budgets are listed below and are attached hereto.

#### Budget Summary

Appendix B-1, B-1a, B-1b, B-1c - HIV HALT COE

Appendix B-2, B-2a, B-2b, B-2c - HIV HALT COE

Appendix B-3, B-3a, B-3b, B-3c - HIV HALT COE

Appendix B-4, B-4a, B-4b, B-4c - HIV HALT COE

Appendix B-5, B-5a, B-5b, B-5c - HIV HALT COE

Appendix B-6, B-6a, B-6b, B-6c - HIV HALT COE

Appendix B-7, B-7a, B-7b, B-7c - HIV HALT COE

Appendix B-8, B-8a, B-8b, B-8c - HIV HALT COE

Appendix B-9, B-9a, B-9b, B-9c - HIV HALT COE

Appendix B-10, B-10a, B-10b, B-10c - HIV HALT COE

B. Contractor understands that, of the maximum dollar obligation listed in section 3.3.1 of this Agreement, **\$2,025,117** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each term and funding source shall be as follows:

	<u>Term</u>	<u>Funding Source</u>	<u>Amount</u>
Original Agreement	3/01/2020-6/30/2024	RWPA/General Fund	\$9,497,872
Revision to Program Budgets (RPB#1)	7/01/2020-7/01/2024	RWPA/General Fund	\$398,888

Revision to Program Budgets (RPB#2)	7/01/2021-7/01/2022	General Fund	(\$241,941)
Revision to Program Budgets (RPB#2)	7/01/2022-6/30/2023	General Fund	\$92,331
Revision to Program Budgets (RPB#2)	7/01/2022-2/28/2023	RWPA	\$371
Revision to Program Budgets (RPB#2)	7/01/2023-6/30/2024	General Fund	\$92,331
Revision to Program Budgets (RPB#2)	7/01/2023-2/29/2024	RWPA	\$371
Revision to Program Budgets (RPB#3)	7/01/2022-6/30/2023	General Fund	\$155,812
<b>Amendment #1</b>	<b>7/01/2020 – 2/28/2021</b>	<b>RWPA</b>	<b>(\$16)</b>
<b>Amendment #1</b>	<b>7/01/2021 – 2/28/2022</b>	<b>RWPA</b>	<b>(\$6)</b>
<b>Amendment #1</b>	<b>7/01/2023-2/29/2024</b>	<b>RWPA</b>	<b>\$723</b>
<b>Amendment #1</b>	<b>7/01/2023-6/30/2024</b>	<b>General Fund</b>	<b>\$114,029</b>
<b>Amendment #1</b>	<b>7/01/2024-2/28/2025</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2024-6/30/2025</b>	<b>General Fund</b>	<b>\$2,514,646</b>
<b>Amendment #1</b>	<b>7/01/2025-2/28/2026</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2025-6/30/2026</b>	<b>General Fund</b>	<b>\$2,514,646</b>
<b>Amendment #1</b>	<b>7/01/2026-2/28/2027</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2026-6/30/2027</b>	<b>General Fund</b>	<b>\$2,514,646</b>
<b>Amendment #1</b>	<b>7/01/2027-2/29/2028</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2027-6/30/2028</b>	<b>General Fund</b>	<b>\$2,514,646</b>
<b>Amendment #1</b>	<b>7/01/2028-2/28/2029</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2028-6/30/2029</b>	<b>General Fund</b>	<b>\$2,514,646</b>
<b>Amendment #1</b>	<b>7/01/2029-2/28/2030</b>	<b>RWPA</b>	<b>\$15,952</b>
<b>Amendment #1</b>	<b>7/01/2029-2/28/2030</b>	<b>General Fund</b>	<b>\$1,676,431</b>
			\$24,456,138
		Contingency	<u>\$2,025,117</u>
	(This equals the total NTE)Total		\$26,481,255

C. Contractor agrees to comply with its Program Budgets of Appendix B in the provision of Services. Changes to the budget that do not increase or reduce the maximum dollar obligation of the City are subject to the provisions of the Department of Public Health Policy/Procedure Regarding Contract Budget Changes. Contractor agrees to comply fully with that policy/procedure.

D. A final closing invoice, clearly marked “FINAL,” shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those costs incurred during the referenced period of performance. If costs are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City.

**3.** No invoices for Services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

**DPH 1: Department of Public Health Contract Budget Summary by Program**

CID #: 100017143		Prepared By: Helga Sigvaldadottir, helga.sigvaldadottir@ucsf.edu, 415-305-4882										Appendix B, Page 4			
DPH Section: <b>HIV Health Services (HHS)</b>		Contract Term: 03/01/20 - 02/28/30													
Check one: <input type="checkbox"/> Original Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revision to Program Budgets												Fund Notice # 6: 07/05/23			
Name:		University of California, San Francisco													
Program/Provider Name:		Ward 86 - Homeless, Aging, and Long Term Survivors (HALT) Center of Excellence													
PROGRAM(S)	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	TOTALS
Appendix Number:	A-1/B-1, 1a	A-1 / B-1b	A-1 / B-1c	A-1/B-1d, 1e	A-1 / B-1f	A-1 / B-2	A-1/B-2a, 2b	A-1 / B-2c	A-1/B-3	A-1/B-3a, 3b	A-1 / B-3c	A-1/B-4	A-1/B-4a,4b	A-1 / B-4c	
Appendix Term:	3/1/20 - 6/30/20	3/1/20-6/30/20	7/1/20-2/28/21	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-2/28/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-2/28/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-2/29/24	7/1/23-6/30/24	7/1/23-6/30/24	3/1/20-6/30/24
<b>EXPENSES</b>															
Salaries	\$ 428,347	\$ 10,275	\$ 9,585	\$1,238,919	\$ 30,524	\$ 8,158	\$ 1,354,272	\$ 32,414	\$ 9,545	\$1,513,979	\$ 33,712	\$ 10,008	\$ 1,463,067	\$ 35,314	\$ 6,178,119
Employee Benefits	\$ 184,446	\$ 2,568	\$ 3,411	\$ 476,337	\$ 7,632	\$ 3,758	\$ 445,148	\$ 8,105	\$ 4,042	\$ 583,484	\$ 8,428	\$ 4,238	\$ 604,118	\$ 8,828	\$ 2,344,543
<b>Total Personnel Expenses</b>	<b>\$ 612,793</b>	<b>\$ 12,843</b>	<b>\$ 12,996</b>	<b>\$1,715,256</b>	<b>\$ 38,156</b>	<b>\$ 11,916</b>	<b>\$ 1,799,420</b>	<b>\$ 40,519</b>	<b>\$ 13,587</b>	<b>\$2,097,463</b>	<b>\$ 42,140</b>	<b>\$ 14,246</b>	<b>\$ 2,067,185</b>	<b>\$ 44,142</b>	<b>\$ 8,522,662</b>
Employ Fringe Benefit Rate	43.1%	25%	35.6%	38.4%	25%	46.1%	32.9%	25%	42.35%	38.5%	25%	42.35%	41.3%	25%	
Operating Expense	\$ 16,032	\$ -	\$ 200	\$ 40,156	\$ -	\$ 1,747	\$ 59,401	\$ -	\$ 385	\$ 85,578	\$ -	\$ 389	\$ 77,624	\$ -	\$ 281,512
<b>Subtotal Direct Costs</b>	<b>\$ 628,825</b>	<b>\$ 12,843</b>	<b>\$ 13,196</b>	<b>\$1,755,412</b>	<b>\$ 38,156</b>	<b>\$ 13,663</b>	<b>\$ 1,858,821</b>	<b>\$ 40,519</b>	<b>\$ 13,972</b>	<b>\$2,183,041</b>	<b>\$ 42,140</b>	<b>\$ 14,635</b>	<b>\$ 2,144,809</b>	<b>\$ 44,142</b>	<b>\$ 8,804,174</b>
Indirect Cost Amount	\$ 94,325	\$ 1,155	\$ 1,188	\$ 263,311	\$ 3,433	\$ 1,189	\$ 278,824	\$ 3,647	\$ 1,257	\$ 327,457	\$ 3,793	\$ 1,317	\$ 321,722	\$ 3,973	\$ 1,306,591
Indirect Cost Rate (%)	15%	9%	9%	15%	9%	9%	15%	9%	9%	15%	9%	9%	15%	9%	
<b>Total Expenses</b>	<b>\$ 723,150</b>	<b>\$ 13,998</b>	<b>\$ 14,384</b>	<b>\$2,018,723</b>	<b>\$ 41,590</b>	<b>\$ 14,852</b>	<b>\$2,137,646</b>	<b>\$ 44,166</b>	<b>\$ 15,229</b>	<b>\$2,510,496</b>	<b>\$ 45,933</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 10,110,765</b>
<b>REVENUES &amp; FUNDING SOURCES</b>															
HHS COUNTY GF	723,150	13,998		2,018,723	41,590		2,137,646	44,166		2,510,496	45,933		2,466,531	48,115	10,050,348
HHS FED CARE Part A - PD13, CFDA #93.914			14,384			14,852			15,229			15,952			60,417
<b>Total DPH Revenues</b>	<b>\$ 723,150</b>	<b>\$ 13,998</b>	<b>\$ 14,384</b>	<b>\$2,018,723</b>	<b>\$ 41,590</b>	<b>\$ 14,852</b>	<b>\$2,137,646</b>	<b>\$ 44,166</b>	<b>\$ 15,229</b>	<b>\$2,510,496</b>	<b>\$ 45,933</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>10,110,765</b>
<b>Total Non-DPH Revenues</b>															\$ -
<b>Total Revenues (DPH/Non-DPH)</b>	<b>\$ 723,150</b>	<b>\$ 13,998</b>	<b>\$ 14,384</b>	<b>\$2,018,723</b>	<b>\$ 41,590</b>	<b>\$ 14,852</b>	<b>\$2,137,646</b>	<b>\$ 44,166</b>	<b>\$ 15,229</b>	<b>\$2,510,496</b>	<b>\$ 45,933</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 10,110,765</b>
(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	



**DPH 1: Department of Public Health Contract Budget Summary by Program**

CID #: 1000017143		Prepared By: Helga Sigvaldadottir, helga.sigvaldadottir@ucsf.edu, 415-305-4882																	Appendix B, Page 5		
DPH Section: HIV Health Services (HHS)		Contract Term: 03/01/20 - 02/28/30																			
Check one: <input type="checkbox"/> Original Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revision to Program Budgets		Fund Notice # 6: 07/05/23																			
Name: University of California, San Francisco																					
Program/Provider Name: Ward 86 - Homeless, Aging, and Long Term Survivors (HALT) Center of Excellence																					
PROGRAM(S)	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	PAGE 2 TOTALS	PAGE 1 TOTALS	TOTALS
Appendix Number:	A-1 / B-5	A-1/B-5a, 5b	A-1 / B-5c	A-1/B-6	A-1/B-6a, 6b	A-1 / B-6c	A-1/B-7	A-1/B-7a,7b	A-1 / B-7c	A-1 / B-8	A-1/B-8a, 8b	A-1 / B-8c	A-1/B-9	A-1/B-9a, 9b	A-1 / B-9c	A-1/B-10	A-1/B-10a,10b	A-1 / B-10c			
Appendix Term:	7/1/24-2/28/25	7/1/24-6/30/25	7/1/24-6/30/25	7/1/25-2/28/26	7/1/25-6/30/26	7/1/25-6/30/26	7/1/26-2/28/27	7/1/26-6/30/27	7/1/26-6/30/27	7/1/27-2/29/28	7/1/27-6/30/28	7/1/27-6/30/28	7/1/28-2/28/29	7/1/28-6/30/29	7/1/28-6/30/29	7/1/29-2/28/30	7/1/29-6/30/30	7/1/29-6/30/30	3/1/20-6/30/24	7/1/24-6/30/30	3/1/20-6/30/30
<b>EXPENSES</b>																					
Salaries	\$ 10,008	\$ 1,463,099	\$ 35,314	\$ 10,008	\$ 1,462,091	\$ 35,314	\$ 10,008	\$ 1,462,887	\$ 35,314	\$ 10,008	\$ 1,462,522	\$ 35,314	\$ 10,008	\$ 1,463,043	\$ 35,314	\$ 10,008	\$ 974,024	\$ 23,542	\$ 8,547,826	\$ 6,178,119	\$14,725,945
Employee Benefits	\$ 4,238	\$ 604,781	\$ 8,828	\$ 4,238	\$ 605,204	\$ 8,828	\$ 4,238	\$ 605,385	\$ 8,828	\$ 4,238	\$ 605,110	\$ 8,828	\$ 4,238	\$ 604,783	\$ 8,828	\$ 4,238	\$ 402,647	\$ 5,887	\$ 3,503,365	\$ 2,344,543	\$ 5,847,908
<b>Total Personnel Expens</b>	<b>\$ 14,246</b>	<b>\$ 2,067,880</b>	<b>\$ 44,142</b>	<b>\$ 14,246</b>	<b>\$ 2,067,295</b>	<b>\$ 44,142</b>	<b>\$ 14,246</b>	<b>\$ 2,068,272</b>	<b>\$ 44,142</b>	<b>\$ 14,246</b>	<b>\$ 2,067,632</b>	<b>\$ 44,142</b>	<b>\$ 14,246</b>	<b>\$ 2,067,826</b>	<b>\$ 44,142</b>	<b>\$ 14,246</b>	<b>\$ 1,376,671</b>	<b>\$ 29,429</b>	<b>\$12,051,191</b>	<b>\$ 8,522,662</b>	<b>\$20,573,853</b>
Employ Fringe Benefit Ra	42.35%	41%	25.0%	42.35%	41%	25.0%	42.35%	41%	25.0%	42.35%	41%	25.0%	42.35%	41.3%	25%	42.35%	41.3%	25%			
Operating Expense	\$ 389	\$ 76,930	\$ -	\$ 389	\$ 77,515	\$ -	\$ 389	\$ 76,539	\$ -	\$ 389	\$ 77,178	\$ -	\$ 389	\$ 76,984	\$ -	\$ 389	\$ 53,202	\$ -	\$ 440,682	\$ 281,512	\$ 1,007,654
<b>Subtotal Direct Costs</b>	<b>\$ 14,635</b>	<b>\$ 2,144,810</b>	<b>\$ 44,142</b>	<b>\$ 14,635</b>	<b>\$ 2,144,810</b>	<b>\$ 44,142</b>	<b>\$ 14,635</b>	<b>\$ 2,144,811</b>	<b>\$ 44,142</b>	<b>\$ 14,635</b>	<b>\$ 2,144,810</b>	<b>\$ 44,142</b>	<b>\$ 14,635</b>	<b>\$ 2,144,810</b>	<b>\$ 44,142</b>	<b>\$ 14,635</b>	<b>\$ 1,429,873</b>	<b>\$ 29,429</b>	<b>\$12,491,873</b>	<b>\$ 8,804,174</b>	<b>\$21,581,507</b>
Indirect Cost Amount	\$ 1,317	\$ 321,721	\$ 3,973	\$ 1,317	\$ 321,721	\$ 3,973	\$ 1,317	\$ 321,720	\$ 3,973	\$ 1,317	\$ 321,721	\$ 3,973	\$ 1,317	\$ 321,721	\$ 3,973	\$ 1,317	\$ 214,480	\$ 2,649	\$ 1,853,500	\$ 1,306,591	\$ 3,160,091
Indirect Cost Rate (%)	9%	15%	9%	9%	15%	9%	9%	15%	9%	9%	15%	9%	9%	15%	9%	9%	15%	9%			
<b>Total Expenses</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 1,644,353</b>	<b>\$ 32,078</b>	<b>\$14,345,373</b>	<b>\$ 10,110,765</b>	<b>\$24,456,138</b>
<b>REVENUES &amp; FUNDING SOURCES</b>																					
<b>DPH Funding Sources</b>																					
HHS COUNTY GF		2,466,531	48,115		2,466,531	48,115		2,466,531	48,115		2,466,531	48,115		2,466,531	48,115		1,644,353	32,078	14,249,661	10,050,348	24,300,009
HHS FED CARE Part A -	15,952			15,952			15,952			15,952			15,952			15,952			95,712	60,417	156,129
<b>Total DPH Revenues</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 1,644,353</b>	<b>\$ 32,078</b>	<b>14,345,373</b>	<b>10,110,765</b>	<b>24,456,138</b>
<b>Total Revenues (DPH/Nc</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 2,466,531</b>	<b>\$ 48,115</b>	<b>\$ 15,952</b>	<b>\$ 1,644,353</b>	<b>\$ 32,078</b>	<b>\$14,345,373</b>	<b>\$ 10,110,765</b>	<b>\$24,456,138</b>
(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Total FTE &amp; Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119				119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>		14,635	100%			14,635
<b>Indirect Expenses</b> 9.00%		1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>		<b>Hour</b>				
Number of UOS per Service Mode		116				116
Cost Per UOS by Service Mode		\$137.52				N/A
Number of UDC per Service Mode		15				15

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-4, Page 2  
(8 mos) 07/01/23 - 02/29/24  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	\$ 10,008
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	<b>\$ 10,008</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	<b>\$ 4,238</b>
	<b>Fringe Benefit %:</b>	<b>42.35%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 14,246</b>

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		<b>\$ 119</b>

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		<b>\$ 270</b>

**TOTAL OPERATING EXPENSES:** \$ 389

**TOTAL DIRECT COSTS:** \$ 14,635

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 1,317
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 1,317</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 15,952</b>

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.5309%	430,134	90%	39,017	8%	9,561	2%	478,712
<b>Total Personnel Expenses</b>		<b>1,441,480</b>	<b>90%</b>	<b>130,754</b>	<b>8%</b>	<b>32,042</b>	<b>2%</b>	<b>1,604,276</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		18,331	100%					18,331
Total General Operating		6,000	100%					6,000
Other: CCDSS		6,290	100%					6,290
Other: Data Network		4,125	100%					4,125
Other: GAEL		10,017	100%					10,017
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,863</b>	<b>100%</b>	<b>-</b>				<b>52,863</b>
<b>Total Direct Expenses</b>		<b>1,494,343</b>	<b>90%</b>	<b>130,754</b>	<b>8%</b>	<b>32,042</b>	<b>2%</b>	<b>1,657,139</b>
<b>Indirect Expenses</b>	15.0%	<b>224,152</b>	<b>90%</b>	<b>19,613</b>	<b>8%</b>	<b>4,806</b>	<b>2%</b>	<b>248,571</b>
<b>TOTAL EXPENSES</b>		<b>1,718,495</b>	<b>90%</b>	<b>150,367</b>	<b>8%</b>	<b>36,848</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		<b>6,694</b>
Cost Per UOS by Service Mode		\$324.86		\$125.32		\$180.63		<b>N/A</b>
Number of UDC per Service Mode		600		460		40		<b>600</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50	\$	70,426
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counslng & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199	\$	21,470
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20	\$	14,078
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01	\$	3,477
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65	\$	143,225
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50	\$	52,980

<b>Staff Position 12: Pharmacy Tech</b>					
duties related to prog / UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078

<b>Staff Position 13: Practice Supervisor</b>					
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	129,471	1.00	12	1.00	\$ 129,471

<b>Staff Position 14: Navigation Coordinator</b>					
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinic serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

<b>Staff Position 15: Addiction Medicine Psychologist</b>					
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counseling, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counseling; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

<b>Total Salaries:</b>	\$ 1,125,564
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<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	\$ 478,712
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<b>Fringe Benefit %:</b>	<b>42.5309%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,604,276</b>
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**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. care	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

Materials & Supplies	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$177.76 x 8.59 FTE x 12 mos	18,331
<b>Total Materials &amp; Supplies:</b>			<b>\$ 18,331</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Rech	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$61 x 8.59 FTE x 12 mos	6,290
Data Network:	critical equipment in support of UCSF e-info flow.	~\$40 x 8.59 FTE x 12 mos	4,125
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.89/\$100 payroll x 8.59 FTE x 12 mos	10,017
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 24,032</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,863</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,139</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,571
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,571</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>



**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.15	39,140	100%			39,140
Psychiatric Nurse Practitioner	0.15	38,368	100%			38,368
Psychiatric Nurse Practitioner	0.15	37,621	100%			37,621
Program Manager	0.05	8,084	100%			8,084
Clinical Social Work Supervisor	0.243	12,548	34%	24,357	66%	36,905
Clinical Social Worker	1.00	30,062	34%	58,355	66%	88,417
Case Manager	1.00			88,968	100%	88,968
<b>Total FTE &amp; Salaries</b>	<b>2.743</b>	<b>165,823</b>	<b>49%</b>	<b>171,680</b>	<b>51%</b>	<b>337,503</b>
Fringe Benefits	37.1570%	61,615	49%	63,791	51%	125,406
<b>Total Personnel Expenses</b>		<b>227,438</b>	<b>49%</b>	<b>235,471</b>	<b>51%</b>	<b>462,909</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		988	42%	1,364	58%	2,352
Total General Operating		207	42%	287	58%	494
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):						
Other: Data Network (UC Recharge)		553	42%	764	58%	1,317
Other: CCDSS (UC Recharge)		843	42%	1,165	58%	2,008
Other: GAEL (UC Recharge)		1,262	43%	1,742	57%	3,004
<b>Total Operating Expenses</b>		<b>4,458</b>	<b>18%</b>	<b>20,303</b>	<b>82%</b>	<b>24,761</b>
<b>Total Direct Expenses</b>		<b>231,896</b>	<b>48%</b>	<b>255,774</b>	<b>52%</b>	<b>487,670</b>
<b>Indirect Expenses</b> 15.00%		<b>34,785</b>	<b>48%</b>	<b>38,366</b>	<b>52%</b>	<b>73,151</b>
<b>TOTAL EXPENSES</b>		<b>266,681</b>	<b>48%</b>	<b>294,140</b>	<b>52%</b>	<b>560,821</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$366.83		\$132.51		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	260,933	0.15	12	0.15	<b>\$ 39,140</b>
<b>Staff Position 2: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	255,789	0.15	12	0.15	<b>\$ 38,368</b>
<b>Staff Position 3: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	250,805	0.15	12	0.15	<b>\$ 37,621</b>
<b>Staff Position 4: Program Manager</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	161,759	0.05	12	0.05	<b>\$ 8,084</b>
<b>Staff Position 5: Clinical Social Work Supervisor</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	151,888	0.243	12	0.243	<b>\$ 36,905</b>
<b>Staff Position 6: Clinical Social Worker</b>					
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				

Degree, license, exp	Master's in social work, psych, or counseling, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	88,417	1.00	12	1.00	<b>\$ 88,417</b>
<b>Staff Position 7: Case Manager</b>					
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counseling, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	88,968	1.00	12	1.00	<b>\$ 88,968</b>
<b>Total FTE, Base:</b>		<b>2.743</b>	<b>Annualized:</b>	<b>2.743</b>	

		<b>Total Salaries:</b>	<b>\$ 337,503</b>
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>			<b>Total Fringe Benefit:</b>
			<b>\$ 125,406</b>
			<b>Fringe Benefit %:</b>
			<b>37.1570%</b>
		<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 462,909</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
		<b>Total Occupancy:</b>	<b>\$ 14,146</b>

Materials & Supplies	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$71.53/ mo x 2.74 FTE x 12 mo	2,352
<b>Total Materials &amp; Supplies:</b>			<b>\$ 2,352</b>

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15/ mo x 2.74 FTE x 12 mos	494
<b>Total General Operating:</b>			<b>\$ 494</b>

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
<b>Total Staff Travel:</b>			<b>\$ 1,440</b>	

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network.	\$40/FTE/mo x 2.74 x 12	1,317
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$61/FTE/mo x 2.74 x 12	2,008
and Employee Liability	Liability insurance charges associated with payroll.	\$.89/\$100-payroll x 2.74 FTE x 12 mos	3,004
<b>Total Other:</b>			<b>\$ 6,329</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 24,761</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 487,670</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 73,151
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 73,151</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 560,821</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	<b>27,898</b>	<b>79%</b>	<b>7,416</b>	<b>21%</b>		<b>35,314</b>
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		<b>34,872</b>	<b>79%</b>	<b>9,270</b>	<b>21%</b>		<b>44,142</b>
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							<b>-</b>
<b>Total Direct Expenses</b>							
		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.00%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	<b>79%</b>	<b>10,104</b>	<b>21%</b>		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			<b>434</b>
	Cost Per UOS by Service Mode	\$112.13		\$106.36			<b>N/A</b>
	Number of UDC per Service Mode	35		7			<b>35</b>

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-4c, Page 2  
07/01/23 - 06/30/24  
General Fund

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
				<b>Total Salaries:</b>	<b>\$ 35,314</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>

<b>Fringe Benefit %:</b>	<b>25.00%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 44,142</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 44,142</b>
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#### 4) INDIRECT COSTS

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
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<b>Indirect Rate:</b>	<b>9.00%</b>
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<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 3,973</b>
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<b>TOTAL EXPENSES:</b>	<b>\$ 48,115</b>
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**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>						
		14,635	100%			14,635
<b>Indirect Expenses</b>	9.00%	1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>						
		<b>Hour</b>				
Number of UOS per Service Mode		116				<b>116</b>
Cost Per UOS by Service Mode		\$137.52				<b>N/A</b>
Number of UDC per Service Mode		15				<b>15</b>

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-5, Page 2  
(8 mos) 07/01/24 - 02/28/25  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	<b>\$ 10,008</b>
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	<b>\$ 10,008</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	<b>\$ 4,238</b>
	<b>Fringe Benefit %:</b>	<b>42.35%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 14,246</b>

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		<b>\$ 119</b>

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided to UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		<b>\$ 270</b>

**TOTAL OPERATING EXPENSES: \$ 389**

**TOTAL DIRECT COSTS: \$ 14,635**

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	<b>\$ 1,317</b>
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<b>Indirect Rate:</b>	<b>9.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 1,317</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 15,952</b>



## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.53%	430,125	90%	39,016	8%	9,560	2%	478,701
<b>Total Personnel Expenses</b>		<b>1,441,471</b>	<b>90%</b>	<b>130,753</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,604,265</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		18,014	100%					18,014
Total General Operating		6,000	100%					6,000
Other: CCDSS		6,394	100%					6,394
Other: Data Network		4,125	100%					4,125
Other: GAEL		10,242	100%					10,242
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,875</b>	<b>100%</b>	<b>-</b>				<b>52,875</b>
<b>Total Direct Expenses</b>		<b>1,494,346</b>	<b>90%</b>	<b>130,753</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,657,140</b>
<b>Indirect Expenses</b>	15.00%	224,151	90%	19,613	8%	4,806	2%	248,570
<b>TOTAL EXPENSES</b>		<b>1,718,497</b>	<b>90%</b>	<b>150,366</b>	<b>8%</b>	<b>36,847</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		6,694
Cost Per UOS by Service Mode		\$324.86		\$125.31		\$180.63		N/A
Number of UDC per Service Mode		600		460		40		600

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50	\$	70,426
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counslng & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199	\$	21,470
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20	\$	14,078
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01	\$	3,477
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65	\$	143,225
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50	\$	52,980

<b>Staff Position 12: Pharmacy Tech</b>					
duties related to prog / UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078

<b>Staff Position 13: Practice Supervisor</b>					
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	129,471	1.00	12	1.00	\$ 129,471

<b>Staff Position 14: Navigation Coordinator</b>					
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinic serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

<b>Staff Position 15: Addiction Medicine Psychologist</b>					
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counslng, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

		<b>Total Salaries:</b>	\$ 1,125,564
<b>1b) EMPLOYEE FRINGE BENE</b>			<b>Total Fringe Benefit:</b> \$ 478,701

<b>Fringe Benefit %:</b>	<b>42.53%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,604,265</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Mobile Phone	For Clinical Staff to communicate with pts re. care	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

<b>Materials &amp; Su</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Supplies	IT equipment and office supplies.	~\$174.69 x 8.59 FTE x 12 mos	18,014
<b>Total Materials &amp; Supplies:</b>			<b>\$ 18,014</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Rech	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$62 x 8.59 FTE x 12 mos	6,394
Data Network:	critical equipment in support of UCSF e-info flow.	~\$40 x 8.59 FTE x 12 mos	4,125
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.91/\$100 payroll x 8.59 FTE x 12 mos	10,242
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 24,361</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,875</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,140</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,570
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,570</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.15	41,097	100%			41,097
Psychiatric Nurse Practitioner	0.15	40,287	100%			40,287
Psychiatric Nurse Practitioner	0.115	30,285	100%			30,285
Program Manager	0.05	8,327	100%			8,327
Clinical Social Work Supervisor	0.20	10,637	34%	20,648	66%	31,285
Clinical Social Worker	1.00	31,565	34%	61,273	66%	92,838
Case Manager	1.00			93,416	100%	93,416
<b>Total FTE &amp; Salaries</b>	<b>2.665</b>	<b>162,198</b>	<b>48%</b>	<b>175,337</b>	<b>52%</b>	<b>337,535</b>
Fringe Benefits	37.3532%	60,586	48%	65,494	52%	126,080
<b>Total Personnel Expenses</b>		<b>222,784</b>	<b>48%</b>	<b>240,831</b>	<b>52%</b>	<b>463,615</b>
						-
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		695	42%	960	58%	1,655
Total General Operating		202	42%	278	58%	480
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):			42%		58%	
Other: Data Network (UC Recharge)		537	42%	742	58%	1,279
Other: CCDSS (UC Recharge)		833	42%	1,150	58%	1,983
Other: GAEL (UC Recharge)		1,290	43%	1,782	57%	3,072
<b>Total Operating Expenses</b>		<b>4,162</b>	<b>17%</b>	<b>19,893</b>	<b>83%</b>	<b>24,055</b>
<b>Total Direct Expenses</b>		226,946	47%	260,724	53%	487,670
<b>Indirect Expenses</b>	15.00%	34,042	47%	39,109	53%	73,151
<b>TOTAL EXPENSES</b>		<b>260,988</b>	<b>47%</b>	<b>299,833</b>	<b>53%</b>	<b>560,821</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$359.00		\$136.29		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
Staff Position 1:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	273,979	0.15	12	0.15	<b>\$ 41,097</b>
Staff Position 2:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	268,578	0.15	12	0.15	<b>\$ 40,287</b>
Staff Position 3:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	263,345	0.115	12	0.115	<b>\$ 30,285</b>
Staff Position 4:	<b>Program Manager</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	166,612	0.05	12	0.05	<b>\$ 8,327</b>
Staff Position 5:	<b>Clinical Social Work Supervisor</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	156,444	0.20	12	0.20	<b>\$ 31,285</b>

Staff Position 6:	<b>Clinical Social Worker</b>				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	92,838	1.00	12	1.00	\$ 92,838
Staff Position 7:	<b>Case Manager</b>				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	93,416	1.00	12	1.00	\$ 93,416
<b>Total FTE, Base:</b>	<b>2.665</b>		<b>Annualized:</b>	<b>2.665</b>	

	<b>Total Salaries:</b>	\$ 337,535
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>	<b>Total Fringe Benefit:</b>	\$ 126,080
	<b>Fringe Benefit %:</b>	<b>37.3532%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 463,615</b>

**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
		<b>Total Occupancy:</b>	<b>\$ 14,146</b>

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization	~\$51.65/ mo x 2.67 FTE x 12 mo	1,655
		<b>Total Materials &amp; Supplies:</b>	<b>\$ 1,655</b>

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15/ mo x 2.67 FTE x 12 mos	480
		<b>Total General Operating:</b>	<b>\$ 480</b>



Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
			<b>Total Staff Travel:</b>	<b>\$ 1,440</b>

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network.	\$40/FTE/mo x 2.67 x 12	1,279
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$62/FTE/mo x 2.67 x 12	1,983
and Employee Liability	Liability insurance charges associated with payroll.	\$.91/\$100-payroll x 2.67 FTE x 12 mos	3,072
			<b>Total Other: \$ 6,334</b>

**TOTAL OPERATING EXPENSES: \$ 24,055**

**TOTAL DIRECT COSTS: \$ 487,670**

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 73,151
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 73,151</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 560,821</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
					100%		
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	27,898	79%	7,416	21%		35,314
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		<b>34,872</b>	79%	9,270	21%		44,142
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.0%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	79%	<b>10,104</b>	21%		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			434
	Cost Per UOS by Service Mode	\$112.13		\$106.36			N/A
	Number of UDC per Service Mode	35		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-5c, Page 2  
07/01/24 - 06/30/25  
General Fund

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
				<b>Total Salaries:</b>	<b>\$ 35,314</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>
	<b>Fringe Benefit %:</b>	<b>25.00%</b>
	<b>TOTAL SALARIES &amp; BENEFITS:</b>	<b>\$ 44,142</b>
	<b>TOTAL DIRECT COSTS:</b>	<b>\$ 44,142</b>

#### 4) INDIRECT COSTS

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 3,973</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 48,115</b>

UCSF / Ward 86 / HALT Center of Excellence  
UCSF Ward 86

Appendix B-6, Page 1  
(8 mos) 07/01/25 - 02/28/26  
RWPA

### UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Total FTE &amp; Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>						
		14,635	100%			14,635
<b>Indirect Expenses</b>	9.00%	1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>						
		<b>Hour</b>				
Number of UOS per Service Mode		116				116
Cost Per UOS by Service Mode		\$137.52				N/A
Number of UDC per Service Mode		15				15

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-6, Page 2  
(8 mos) 07/01/25 - 02/28/26  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	\$ 10,008
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	\$ 10,008

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	\$ 4,238
	<b>Fringe Benefit %:</b>	42.35%
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 14,246

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		\$ 119

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		\$ 270

**TOTAL OPERATING EXPENSES:** \$ 389

**TOTAL DIRECT COSTS:** \$ 14,635

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 1,317
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	\$ 1,317
<b>TOTAL EXPENSES:</b>	\$ 15,952

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.5290%	430,115	90%	39,015	8%	9,560	2%	478,690
<b>Total Personnel Expenses</b>		<b>1,441,461</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,604,254</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		17,490	100%					17,490
Total General Operating		6,000	100%					6,000
Other: CCDSS		6,600	100%					6,600
Other: Data Network		4,228	100%					4,228
Other: GAEL		10,468	100%					10,468
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,886</b>	<b>100%</b>	<b>-</b>				<b>52,886</b>
<b>Total Direct Expenses</b>		<b>1,494,347</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,657,140</b>
<b>Indirect Expenses</b>	15.00%	224,151	90%	19,613	8%	4,806	2%	248,570
<b>TOTAL EXPENSES</b>		<b>1,718,498</b>	<b>90%</b>	<b>150,365</b>	<b>8%</b>	<b>36,847</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		6,694
Cost Per UOS by Service Mode		\$324.86		\$125.31		\$180.62		N/A
Number of UDC per Service Mode		600		460		40		600

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50		\$ 70,426
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counseling & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199		\$ 21,470
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20		\$ 14,078
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01		\$ 3,477
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65		\$ 143,225
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting & invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50		\$ 52,980



<b>Staff Position 12: Pharmacy Tech</b>					
duties related to prog / UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078

<b>Staff Position 13: Practice Supervisor</b>					
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	129,471	1.00	12	1.00	\$ 129,471

<b>Staff Position 14: Navigation Coordinator</b>					
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinic serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

<b>Staff Position 15: Addiction Medicine Psychologist</b>					
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counseling, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mgmt, 4 yrs providing subs use, mental hlth, or HIV counseling; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

		<b>Total Salaries:</b>	\$ 1,125,564
<b>1b) EMPLOYEE FRINGE BENE</b>			<b>Total Fringe Benefit:</b> \$ 478,690

<b>Fringe Benefit %:</b>	<b>42.5290%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,604,254</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Mobile Phone	For Clinical Staff to communicate with pts re. care	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

<b>Materials &amp; Su</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Supplies	IT equipment and office supplies.	~\$169.61 x 8.59 FTE x 12 mos	17,490
<b>Total Materials &amp; Supplies:</b>			<b>\$ 17,490</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Recl	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$64 x 8.59 FTE x 12 mos	6,600
Data Network:	critical equipment in support of UCSF e-info flow.	~\$41 x 8.59 FTE x 12 mos	4,228
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.93/\$100 payroll x 8.59 FTE x 12 mos	10,468
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 24,896</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,886</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,140</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,570
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,570</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.12	34,521	100%			34,521
Psychiatric Nurse Practitioner	0.12	33,841	100%			33,841
Psychiatric Nurse Practitioner	0.115	31,799	100%			31,799
Program Manager	0.05	8,577	100%			8,577
Clinical Social Work Supervisor	0.20	12,567	39%	19,656	61%	32,223
Clinical Social Worker	1.00	38,017	39%	59,462	61%	97,479
Case Manager	1.00			98,087	100%	98,087
<b>Total FTE &amp; Salaries</b>	<b>2.605</b>	<b>159,322</b>	<b>47%</b>	<b>177,205</b>	<b>53%</b>	<b>336,527</b>
Fringe Benefits	37.5940%	59,895	47%	66,619	53%	126,514
<b>Total Personnel Expenses</b>		<b>219,217</b>	<b>47%</b>	<b>243,824</b>	<b>53%</b>	<b>463,041</b>
						-
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		908	42%	1,255	58%	2,163
Total General Operating		197	42%	272	58%	469
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):			42%		58%	
Other: Data Network (UC Recharge)		537	42%	744	58%	1,281
Other: CCDSS (UC Recharge)		840	42%	1,160	58%	2,000
Other: GAEL (UC Recharge)		1,315	43%	1,815	57%	3,130
<b>Total Operating Expenses</b>		<b>4,402</b>	<b>18%</b>	<b>20,227</b>	<b>82%</b>	<b>24,629</b>
<b>Total Direct Expenses</b>		223,619	46%	264,051	54%	487,670
<b>Indirect Expenses</b>	15.00%	33,543	46%	39,608	54%	73,151
<b>TOTAL EXPENSES</b>		<b>257,162</b>	<b>46%</b>	<b>303,659</b>	<b>54%</b>	<b>560,821</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$353.74		\$138.03		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1:</b>	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	287,678	0.12	12	0.12	<b>\$ 34,521</b>
<b>Staff Position 2:</b>	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	282,007	0.12	12	0.12	<b>\$ 33,841</b>
<b>Staff Position 3:</b>	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	276,513	0.115	12	0.115	<b>\$ 31,799</b>
<b>Staff Position 4:</b>	<b>Program Manager</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spvsn of case mngt staff; knowledge of HIV/AIDS.				
	171,610	0.05	12	0.05	<b>\$ 8,577</b>
<b>Staff Position 5:</b>	<b>Clinical Social Work Supervisor</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spvsn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	161,137	0.20	12	0.20	<b>\$ 32,223</b>
<b>Staff Position 6:</b>	<b>Clinical Social Worker</b>				

duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	97,479	1.00	12	1.00	\$ 97,479
<b>Staff Position 7: Case Manager</b>					
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	98,087	1.00	12	1.00	\$ 98,087
<b>Total FTE, Base:</b>		<b>2.605</b>	<b>Annualized:</b>	<b>2.605</b>	

		<b>Total Salaries:</b>	\$ 336,527
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>			<b>Total Fringe Benefit:</b> \$ 126,514
		<b>Fringe Benefit %:</b>	<b>37.5940%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 463,041</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
<b>Total Occupancy:</b>			<b>\$ 14,146</b>

<b>Materials &amp; Supplies</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$69.06/ mo x 2.61 FTE x 12 mo	2,163
<b>Total Materials &amp; Supplies:</b>			<b>\$ 2,163</b>

<b>General Operating:</b>	<b>Brief Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15/ mo x 2.61 FTE x 12 mos	469
<b>Total General Operating:</b>			<b>\$ 469</b>

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
			<b>Total Staff Travel:</b>	<b>\$ 1,440</b>

Other: UC Recharges	Brief Description	Rate/Formula	Cost	
Data Network	Use of the UCSF data network.	\$41/FTE/mo x 2.61 x 12	1,281	
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$64/FTE/mo x 2.61 x 12	2,000	
and Employee Liability	Liability insurance charges associated with payroll.	\$.93/\$100-payroll x 2.61 FTE x 12 mos	3,130	
			<b>Total Other:</b>	<b>\$ 6,411</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 24,629</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 487,670</b>
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**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 73,151
	<b>Indirect Rate:</b> 15.00%
	<b>TOTAL INDIRECT COSTS:</b> \$ 73,151
	<b>TOTAL EXPENSES:</b> \$ 560,821

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	27,898	79%	7,416	21%		35,314
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		<b>34,872</b>	79%	9,270	21%		44,142
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>							
		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.00%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	79%	<b>10,104</b>	21%		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			434
	Cost Per UOS by Service Mode	\$112.14		\$106.36			N/A
	Number of UDC per Service Mode	35		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-6c, Page 2  
07/01/25 - 06/30/26  
General Fund

### BUDGET JUSTIFICATION

#### **1a) SALARIES**

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
	<b>Total Salaries:</b>				<b>\$ 35,314</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>

**Fringe Benefit %:** **25.00%**

**TOTAL SALARIES & BENEFITS** **\$ 44,142**

**TOTAL DIRECT COSTS:** **\$ 44,142**

#### **4) INDIRECT COSTS**

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
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**Indirect Rate:** **9.00%**

**TOTAL INDIRECT COSTS:** **\$ 3,973**

**TOTAL EXPENSES:** **\$ 48,115**



UCSF / Ward 86 / HALT Center of Excellence  
UCSF Ward 86

Appendix B-7, Page 1  
(8 mos) 07/01/26 - 02/28/27  
RWPA

### UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Total FTE &amp; Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>						
		14,635	100%			14,635
<b>Indirect Expenses</b>	9.00%	1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>						
		<b>Hour</b>				
Number of UOS per Service Mode		116				116
Cost Per UOS by Service Mode		\$137.52				N/A
Number of UDC per Service Mode		15				15

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-7, Page 2  
(8 mos) 07/01/26 - 02/28/27  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	\$ 10,008
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	\$ 10,008

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	\$ 4,238
	<b>Fringe Benefit %:</b>	42.35%
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 14,246

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		\$ 119

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		\$ 270

**TOTAL OPERATING EXPENSES:** \$ 389

**TOTAL DIRECT COSTS:** \$ 14,635

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 1,317
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	\$ 1,317
<b>TOTAL EXPENSES:</b>	\$ 15,952

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.5290%	430,115	90%	39,015	8%	9,560	2%	478,690
<b>Total Personnel Expenses</b>		<b>1,441,461</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,604,254</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		17,284	100%					17,284
Total General Operating		6,000	100%					6,000
Other: CCDSS		6,806	100%					6,806
Other: Data Network		4,228	100%					4,228
Other: GAEL		10,468	100%					10,468
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,886</b>	<b>100%</b>	<b>-</b>				<b>52,886</b>
<b>Total Direct Expenses</b>		<b>1,494,347</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,657,140</b>
<b>Indirect Expenses</b>	15.00%	<b>224,151</b>	<b>90%</b>	<b>19,613</b>	<b>8%</b>	<b>4,806</b>	<b>2%</b>	<b>248,570</b>
<b>TOTAL EXPENSES</b>		<b>1,718,498</b>	<b>90%</b>	<b>150,365</b>	<b>8%</b>	<b>36,847</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		<b>6,694</b>
Cost Per UOS by Service Mode		\$324.86		\$125.31		\$180.62		<b>N/A</b>
Number of UDC per Service Mode		600		460		40		<b>600</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50	\$	<b>70,426</b>
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counseling & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199	\$	<b>21,470</b>
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20	\$	<b>14,078</b>
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01	\$	<b>3,477</b>
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65	\$	<b>143,225</b>
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting & invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50	\$	<b>52,980</b>

<b>Staff Position 12: Pharmacy Tech</b>					
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078

<b>Staff Position 13: Practice Supervisor</b>					
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	129,471	1.00	12	1.00	\$ 129,471

<b>Staff Position 14: Navigation Coordinator</b>					
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinical serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

<b>Staff Position 15: Addiction Medicine Psychologist</b>					
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counslng, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mnngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

<b>Total Salaries:</b>	\$ 1,125,564
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<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	\$ 478,690
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<b>Fringe Benefit %:</b>	42.5290%
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<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 1,604,254
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**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. car	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

Materials & Su	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$167.68 x 8.59 FTE x 12 mos	17,284
<b>Total Materials &amp; Supplies:</b>			<b>\$ 17,284</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Recl	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$66 x 8.59 FTE x 12 mos	6,806
Data Network:	critical equipment in support of UCSF e-info flow.	~\$41 x 8.59 FTE x 12 mos	4,228
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.93/\$100 payroll x 8.59 FTE x 12 mos	10,468
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 25,102</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,886</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,140</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,570
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,570</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.12	36,247	100%			36,247
Psychiatric Nurse Practitioner	0.12	35,533	100%			35,533
Psychiatric Nurse Practitioner	0.115	33,389	100%			33,389
Program Manager	0.05	8,834	100%			8,834
Clinical Social Work Supervisor	0.17	10,720	38%	17,491	62%	28,211
Clinical Social Worker	0.90	35,005	38%	57,113	62%	92,118
Case Manager	1.00			102,991	100%	102,991
<b>Total FTE &amp; Salaries</b>	<b>2.475</b>	<b>159,728</b>	<b>47%</b>	<b>177,595</b>	<b>53%</b>	<b>337,323</b>
Fringe Benefits	37.5590%	59,992	47%	66,703	53%	126,695
<b>Total Personnel Expenses</b>		<b>219,720</b>	<b>47%</b>	<b>244,298</b>	<b>53%</b>	<b>464,018</b>
-						
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		565	42%	781	58%	1,346
Total General Operating		171	42%	235	58%	406
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):			42%		58%	
Other: Data Network (UC Recharge)		511	42%	707	58%	1,218
Other: CCDSS (UC Recharge)		823	42%	1,137	58%	1,960
Other: GAEL (UC Recharge)		1,317	43%	1,820	57%	3,137
<b>Total Operating Expenses</b>		<b>3,992</b>	<b>17%</b>	<b>19,661</b>	<b>83%</b>	<b>23,653</b>
-						
<b>Total Direct Expenses</b>		223,712	46%	263,959	54%	487,671
<b>Indirect Expenses</b>	15.00%	33,556	46%	39,594	54%	73,150
<b>TOTAL EXPENSES</b>		<b>257,268</b>	<b>46%</b>	<b>303,553</b>	<b>54%</b>	<b>560,821</b>
-						
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$353.88		\$137.98		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>



**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
Staff Position 1:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	302,062	0.12	12	0.12	<b>\$ 36,247</b>
Staff Position 2:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	296,107	0.12	12	0.12	<b>\$ 35,533</b>
Staff Position 3:	<b>Psychiatric Nurse Practitioner</b>				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	290,338	0.115	12	0.115	<b>\$ 33,389</b>
Staff Position 4:	<b>Program Manager</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	176,759	0.05	12	0.05	<b>\$ 8,834</b>
Staff Position 5:	<b>Clinical Social Work Supervisor</b>				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	165,972	0.17	12	0.17	<b>\$ 28,211</b>
Staff Position 6:	<b>Clinical Social Worker</b>				

duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	102,353	0.90	12	0.90	\$ 92,118
<b>Staff Position 7:</b>	<b>Case Manager</b>				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	102,991	1.00	12	1.00	\$ 102,991
<b>Total FTE, Base:</b>	<b>2.475</b>	<b>Annualized:</b>	<b>2.475</b>		

	<b>Total Salaries:</b>	\$ 337,323
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>	<b>Total Fringe Benefit:</b>	\$ 126,695
	<b>Fringe Benefit %:</b>	<b>37.5590%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 464,018</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
	<b>Total Occupancy:</b>		<b>\$ 14,146</b>

<b>Materials &amp; Supplies</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$45.23/ mo x 2.48 FTE x 12 mo	1,346
	<b>Total Materials &amp; Supplies:</b>		<b>\$ 1,346</b>

<b>General Operating:</b>	<b>Brief Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$13.64/ mo x 2.48 FTE x 12 mos	406
	<b>Total General Operating:</b>		<b>\$ 406</b>

<b>Staff Travel:</b>	<b>Location</b>	<b>Expense Item</b>	<b>Rate/Formula</b>	<b>Cost</b>
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
<b>Total Staff Travel:</b>				<b>\$ 1,440</b>

<b>Other: UC Recharges</b>	<b>Brief Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Data Network	Use of the UCSF data network.	\$41/FTE/mo x 2.48 x 12	1,218
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$66/FTE/mo x 2.48 x 12	1,960
and Employee Liability	Liability insurance charges associated with payroll.	\$.93/\$100-payroll x 2.48 FTE x 12 mos	3,137
<b>Total Other:</b>			<b>\$ 6,315</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 23,653</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 487,671</b>
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**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 73,150
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 73,150</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 560,821</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
					100%		
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	27,898	79%	7,416	21%		35,314
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		<b>34,872</b>	79%	9,270	21%		44,142
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.00%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	79%	<b>10,104</b>	21%		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			434
	Cost Per UOS by Service Mode	\$112.14		\$106.36			N/A
	Number of UDC per Service Mode	35		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-7c, Page 2  
07/01/26 - 06/30/27  
General Fund

### BUDGET JUSTIFICATION

#### **1a) SALARIES**

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
				<b>Total Salaries:</b>	<b>\$ 35,314</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>

<b>Fringe Benefit %:</b>	<b>25.00%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 44,142</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 44,142</b>
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#### **4) INDIRECT COSTS**

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
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<b>Indirect Rate:</b>	<b>9.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 3,973</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 48,115</b>

UCSF / Ward 86 / HALT Center of Excellence  
UCSF Ward 86

Appendix B-8, Page 1  
(8 mos) 07/01/27 - 02/29/28  
RWPA

### UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Total FTE &amp; Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>						
<b>Total Direct Expenses</b>		14,635	100%			14,635
<b>Indirect Expenses</b> 9.00%		1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>		<b>Hour</b>				
Number of UOS per Service Mode		116				<b>116</b>
Cost Per UOS by Service Mode		\$137.52				<b>N/A</b>
Number of UDC per Service Mode		15				<b>15</b>

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-8, Page 2  
(8 mos) 07/01/27 - 02/29/28  
RWPA

**BUDGET JUSTIFICATION**

**1a) SALARIES**

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	<b>\$ 10,008</b>
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	<b>\$ 10,008</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	<b>\$ 4,238</b>
	<b>Fringe Benefit %:</b>	<b>42.35%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 14,246</b>

**2) OPERATING EXPENSES:**

**Materials & Supplies:**

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		<b>\$ 119</b>

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		<b>\$ 270</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 389</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 14,635</b>
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**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	<b>\$ 1,317</b>
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 1,317</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 15,952</b>

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.5290%	430,115	90%	39,015	8%	9,560	2%	478,690
<b>Total Personnel Expenses</b>		<b>1,441,461</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,604,254</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		17,078	100%					17,078
Total General Operating		6,000	100%					6,000
Other: CCDSS		7,012	100%					7,012
Other: Data Network		4,228	100%					4,228
Other: GAEL		10,468	100%					10,468
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,886</b>	<b>100%</b>	<b>-</b>				<b>52,886</b>
<b>Total Direct Expenses</b>		<b>1,494,347</b>	<b>90%</b>	<b>130,752</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,657,140</b>
<b>Indirect Expenses</b>	15.00%	<b>224,151</b>	<b>90%</b>	<b>19,613</b>	<b>8%</b>	<b>4,806</b>	<b>2%</b>	<b>248,570</b>
<b>TOTAL EXPENSES</b>		<b>1,718,498</b>	<b>90%</b>	<b>150,365</b>	<b>8%</b>	<b>36,847</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		<b>6,694</b>
Cost Per UOS by Service Mode		\$324.86		\$125.31		\$180.62		<b>N/A</b>
Number of UDC per Service Mode		600		460		40		<b>600</b>



**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50	\$	<b>70,426</b>
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counseling & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199	\$	<b>21,470</b>
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20	\$	<b>14,078</b>
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01	\$	<b>3,477</b>
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65	\$	<b>143,225</b>
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting & invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50	\$	<b>52,980</b>

Staff Position 12:	<b>Pharmacy Tech</b>				
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078
Staff Position 13:	<b>Practice Supervisor</b>				
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	129,471	1.00	12	1.00	\$ 129,471

Staff Position 14:	<b>Navigation Coordinator</b>				
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinical serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

Staff Position 15:	<b>Addiction Medicine Psychologist</b>				
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counseling, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mnngt, 4 yrs providing subs use, mental hlth, or HIV counseling; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

	<b>Total Salaries:</b>	\$ 1,125,564
<b>1b) EMPLOYEE FRINGE BENE</b>	<b>Total Fringe Benefit:</b>	\$ 478,690

<b>Fringe Benefit %:</b>	<b>42.5290%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,604,254</b>

**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. car	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

Materials & Su	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$165.61 x 8.59 FTE x 12 mos	17,078
<b>Total Materials &amp; Supplies:</b>			<b>\$ 17,078</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Recl	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$68 x 8.59 FTE x 12 mos	7,012
Data Network:	critical equipment in support of UCSF e-info flow.	~\$41 x 8.59 FTE x 12 mos	4,228
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.93/\$100 payroll x 8.59 FTE x 12 mos	10,468
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 25,308</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,886</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,140</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,570
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,570</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.12	38,060	100%			38,060
Psychiatric Nurse Practitioner	0.12	37,310	100%			37,310
Psychiatric Nurse Practitioner	0.115	35,058	100%			35,058
Program Manager	0.05	8,834	100%			8,834
Clinical Social Work Supervisor	0.15	8,961	36%	15,931	64%	24,892
Clinical Social Worker	0.83808	32,425	36%	57,645	64%	90,070
Case Manager	0.95			102,734	100%	102,734
<b>Total FTE &amp; Salaries</b>	<b>2.34308</b>	<b>160,648</b>	<b>48%</b>	<b>176,310</b>	<b>52%</b>	<b>336,958</b>
Fringe Benefits	37.5183%	60,273	48%	66,148	52%	126,421
<b>Total Personnel Expenses</b>		<b>220,921</b>	<b>48%</b>	<b>242,458</b>	<b>52%</b>	<b>463,379</b>
						-
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		882	42%	1,219	58%	2,101
Total General Operating		171	42%	235	58%	406
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):						
Other: Data Network (UC Recharge)		484	42%	669	58%	1,153
Other: CCDSS (UC Recharge)		803	42%	1,109	58%	1,912
Other: GAEL (UC Recharge)		1,316	43%	1,817	57%	3,133
<b>Total Operating Expenses</b>		<b>4,261</b>	<b>18%</b>	<b>20,030</b>	<b>82%</b>	<b>24,291</b>
<b>Total Direct Expenses</b>		<b>225,182</b>	<b>46%</b>	<b>262,488</b>	<b>54%</b>	<b>487,670</b>
<b>Indirect Expenses</b>	15.00%	<b>33,778</b>	<b>46%</b>	<b>39,373</b>	<b>54%</b>	<b>73,151</b>
<b>TOTAL EXPENSES</b>		<b>258,960</b>	<b>46%</b>	<b>301,861</b>	<b>54%</b>	<b>560,821</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$356.20		\$137.21		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	317,165	0.12	12	0.12	<b>\$ 38,060</b>
<b>Staff Position 2: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	310,913	0.12	12	0.12	<b>\$ 37,310</b>
<b>Staff Position 3: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	304,855	0.115	12	0.115	<b>\$ 35,058</b>
<b>Staff Position 4: Program Manager</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	176,759	0.05	12	0.05	<b>\$ 8,834</b>
<b>Staff Position 5: Clinical Social Work Supervisor</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	165,972	0.15	12	0.15	<b>\$ 24,892</b>

Staff Position 6:	<b>Clinical Social Worker</b>				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	107,471	0.83808	12	0.83808	\$ 90,070
Staff Position 7:	<b>Case Manager</b>				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	108,141	0.95	12	0.95	\$ 102,734
<b>Total FTE, Base:</b>	<b>2.34308</b>	<b>Annualized:</b>	<b>2.34308</b>		

	<b>Total Salaries:</b>	\$ 336,958
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>	<b>Total Fringe Benefit:</b>	\$ 126,421
	<b>Fringe Benefit %:</b>	37.5183%
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 463,379

**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
		<b>Total Occupancy:</b>	<b>\$ 14,146</b>

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$74.82/ mo x 2.34 FTE x 12 mo	2,101
		<b>Total Materials &amp; Supplies:</b>	<b>\$ 2,101</b>

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15/ mo x 2.34 FTE x 12 mos	406
		<b>Total General Operating:</b>	<b>\$ 406</b>

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
			<b>Total Staff Travel:</b>	<b>\$ 1,440</b>

Other: UC Recharges	Brief Description	Rate/Formula	Cost	
Data Network	Use of the UCSF data network.	\$41/FTE/mo x 2.34 x 12	1,153	
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$68/FTE/mo x 2.34 x 12	1,912	
and Employee Liability	Liability insurance charges associated with payroll.	\$.93/\$100-payroll x 2.34 FTE x 12 mos	3,133	
			<b>Total Other:</b>	<b>\$ 6,198</b>

**TOTAL OPERATING EXPENSES: \$ 24,291**

**TOTAL DIRECT COSTS: \$ 487,670**

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$	73,151
	<b>Indirect Rate:</b>	<b>15.00%</b>
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 73,151</b>
	<b>TOTAL EXPENSES:</b>	<b>\$ 560,821</b>



**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
					100%		
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	27,898	79%	7,416	21%		35,314
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		<b>34,872</b>	79%	9,270	21%		44,142
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.00%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	79%	<b>10,104</b>	21%		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			434
	Cost Per UOS by Service Mode	\$112.14		\$106.36			N/A
	Number of UDC per Service Mode	35		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-8c, Page 2  
07/01/27 - 06/30/28  
General Fund

### BUDGET JUSTIFICATION

#### **1a) SALARIES**

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
				<b>Total Salaries:</b>	<b>\$ 35,314</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>

<b>Fringe Benefit %:</b>	<b>25.00%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 44,142</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 44,142</b>
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#### **4) INDIRECT COSTS**

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
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<b>Indirect Rate:</b>	<b>9.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 3,973</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 48,115</b>

UCSF / Ward 86 / HALT Center of Excellence  
 UCSF Ward 86

Appendix B-9, Page 1  
 (8 mos) 07/01/28 - 02/28/29  
 RWPA

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Total FTE &amp; Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>		14,635	100%			14,635
<b>Indirect Expenses</b>	9.00%	1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>						
		<b>Hour</b>				
Number of UOS per Service Mode		116				116
Cost Per UOS by Service Mode		\$137.52				N/A
Number of UDC per Service Mode		15				15

UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-9, Page 2  
(8 mos) 07/01/28 - 02/28/29  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	<b>\$ 10,008</b>
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	<b>\$ 10,008</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	<b>\$ 4,238</b>
	<b>Fringe Benefit %:</b>	<b>42.35%</b>
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 14,246</b>

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		<b>\$ 119</b>

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Com mun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided to UC employees traveling on UC business throughout the Bay Area.	\$.85/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		<b>\$ 270</b>

**TOTAL OPERATING EXPENSES: \$ 389**

**TOTAL DIRECT COSTS: \$ 14,635**

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	<b>\$ 1,317</b>
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 1,317</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 15,952</b>

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	89,510	100%					89,510
Nurse Practitioner	0.50	127,982	100%					127,982
Registered Nurse	0.20	42,006	100%					42,006
Clinical Pharmacist	0.50	115,572	100%					115,572
Medical Assistant	3.00	225,708	100%					225,708
Social Work Spvr	0.50	7,043	10%	63,383	90%			70,426
Social Worker	0.199			21,470	100%			21,470
Front Desk Clerk	0.20	14,078	100%					14,078
Principal Investigator	0.01	3,477	100%					3,477
Associate Nurse Manager	0.65	143,225	100%					143,225
COE Coordinator	0.50	52,980	100%					52,980
Pharmacy Tech	0.80	63,078	100%					63,078
Practice Supervisor	1.00	122,997	95%	6,474	5%			129,471
Navigation Coordinator	0.05	3,690	90%	410	10%			4,100
Addiction Medicine Psychologist	0.09946					22,481	100%	22,481
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>1,011,346</b>	<b>90%</b>	<b>91,737</b>	<b>8%</b>	<b>22,481</b>	<b>2%</b>	<b>1,125,564</b>
Fringe Benefits	42.5282%	430,107	90%	39,014	8%	9,560	2%	478,681
<b>Total Personnel Expenses</b>		<b>1,441,453</b>	<b>90%</b>	<b>130,751</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,604,245</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		4,500	100%					4,500
Total Materials and Supplies		16,553	100%					16,553
Total General Operating		6,000	100%					6,000
Other: CCDSS		7,219	100%					7,219
Other: Data Network		4,331	100%					4,331
Other: GAEL		10,692	100%					10,692
Other: Pt. Refreshments		3,600	100%					3,600
<b>Total Operating Expenses</b>		<b>52,895</b>	<b>100%</b>	<b>-</b>				<b>52,895</b>
<b>Total Direct Expenses</b>		<b>1,494,348</b>	<b>90%</b>	<b>130,751</b>	<b>8%</b>	<b>32,041</b>	<b>2%</b>	<b>1,657,140</b>
<b>Indirect Expenses</b>	15.00%	<b>224,151</b>	<b>90%</b>	<b>19,613</b>	<b>8%</b>	<b>4,806</b>	<b>2%</b>	<b>248,570</b>
<b>TOTAL EXPENSES</b>		<b>1,718,499</b>	<b>90%</b>	<b>150,364</b>	<b>8%</b>	<b>36,847</b>	<b>2%</b>	<b>1,905,710</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		5,290		1,200		204		<b>6,694</b>
Cost Per UOS by Service Mode		\$324.86		\$125.31		\$180.62		<b>N/A</b>
Number of UDC per Service Mode		600		460		40		<b>600</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1</b>	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	12	0.385	<b>\$ 89,510</b>
<b>Staff Position 2:</b>	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	12	0.50	<b>\$ 127,982</b>
<b>Staff Position 3:</b>	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	12	0.20	<b>\$ 42,006</b>
<b>Staff Position 4:</b>	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	12	0.50	<b>\$ 115,572</b>
<b>Staff Position 5:</b>	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	12	3.00	<b>\$ 225,708</b>

<b>Staff Position 6: Social Work Spvr</b>						
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs.					
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.					
	140,852	0.50	12	0.50	\$	<b>70,426</b>
<b>Staff Position 7: Social Worker</b>						
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counseling & referral for subs use & mental hlth, develop grp case mngt curricula.					
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.					
	107,893	0.199	12	0.199	\$	<b>21,470</b>
<b>Staff Position 8: Front Desk Clerk</b>						
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.					
Degree, license, exp	High school degree or equivalent.					
	70,392	0.20	12	0.20	\$	<b>14,078</b>
<b>Staff Position 9: Principal Investigator</b>						
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.					
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.					
	347,720	0.01	12	0.01	\$	<b>3,477</b>
<b>Staff Position 10: Associate Nurse Manager</b>						
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.					
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.					
	220,347	0.65	12	0.65	\$	<b>143,225</b>
<b>Staff Position 11: COE Coordinator</b>						
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting & invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.					
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.					
	105,959	0.50	12	0.50	\$	<b>52,980</b>

Staff Position 12:	<b>Pharmacy Tech</b>				
duties related to prog / UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	12	0.80	\$ 63,078

Staff Position 13:	<b>Practice Supervisor</b>				
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	129,471	1.00	12	1.00	\$ 129,471

Staff Position 14:	<b>Navigation Coordinator</b>				
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinical serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	12	0.05	\$ 4,100

Staff Position 15:	<b>Addiction Medicine Psychologist</b>				
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counseling, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mgmt, 4 yrs providing subs use, mental hlth, or HIV counseling; or equiv combination of education & exp.				
	226,035	0.09946	12	0.09946	\$ 22,481
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>8.59346</b>	

	<b>Total Salaries:</b>	\$ 1,125,564
<b>1b) EMPLOYEE FRINGE BENE</b>	<b>Total Fringe Benefit:</b>	\$ 478,681

<b>Fringe Benefit %:</b>	<b>42.5282%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,604,245</b>



**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. ca	~\$75 x 5 staff x 12 mos	4,500
<b>Total Occupancy:</b>			<b>\$ 4,500</b>

Materials & Su	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies.	~\$160.52 x 8.59 FTE x 12 mos	16,553
<b>Total Materials &amp; Supplies:</b>			<b>\$ 16,553</b>

General Opera	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 6 staff =	6,000
<b>Total General Operating:</b>			<b>\$ 6,000</b>

Other:UC Recl	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$70.03 x 8.59 FTE x 12 mos	7,219
Data Network:	critical equipment in support of UCSF e-info flow.	~\$42.02 x 8.59 FTE x 12 mos	4,331
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.95/\$100 payroll x 8.59 FTE x 12 mos	10,692
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 12 mos x 600 pt	3,600
<b>Total Other:</b>			<b>\$ 25,842</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 52,895</b>
<b>TOTAL DIRECT COSTS:</b>	<b>\$ 1,657,140</b>

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 248,570
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 248,570</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,905,710</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.12	39,963	100%			39,963
Psychiatric Nurse Practitioner	0.12	39,175	100%			39,175
Psychiatric Nurse Practitioner	0.115	36,811	100%			36,811
Program Manager	0.05	9,099	100%			9,099
Clinical Social Work Supervisor	0.15	8,717	34%	16,922	66%	25,639
Clinical Social Worker	0.80	30,694	34%	59,582	66%	90,276
Case Manager	0.85			96,516	100%	96,516
<b>Total FTE &amp; Salaries</b>	<b>2.205</b>	<b>164,459</b>	<b>49%</b>	<b>173,020</b>	<b>51%</b>	<b>337,479</b>
Fringe Benefits	37.3659%	61,451	49%	64,651	51%	126,102
<b>Total Personnel Expenses</b>		<b>225,910</b>	<b>49%</b>	<b>237,671</b>	<b>51%</b>	<b>463,581</b>
-						
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				14,146	100%	14,146
Total Materials and Supplies		809	42%	1,118	58%	1,927
Total General Operating		171	42%	235	58%	406
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):			42%		58%	
Other: Data Network (UC Recharge)		466	42%	645	58%	1,111
Other: CCDSS (UC Recharge)		778	42%	1,075	58%	1,853
Other: GAEL (UC Recharge)		1,346	43%	1,860	57%	3,206
<b>Total Operating Expenses</b>		<b>4,175</b>	<b>17%</b>	<b>19,914</b>	<b>83%</b>	<b>24,089</b>
-						
<b>Total Direct Expenses</b>		230,085	47%	257,585	53%	487,670
<b>Indirect Expenses</b>	15.0%	34,513	47%	38,638	53%	73,151
<b>TOTAL EXPENSES</b>		<b>264,598</b>	<b>47%</b>	<b>296,223</b>	<b>53%</b>	<b>560,821</b>
-						
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		727		2,200		<b>2,927</b>
Cost Per UOS by Service Mode		\$363.96		\$134.66		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	333,024	0.12	12	0.12	<b>\$ 39,963</b>
<b>Staff Position 2: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	326,458	0.12	12	0.12	<b>\$ 39,175</b>
<b>Staff Position 3: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	320,098	0.115	12	0.115	<b>\$ 36,811</b>
<b>Staff Position 4: Program Manager</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	182,061	0.05	12	0.05	<b>\$ 9,099</b>
<b>Staff Position 5: Clinical Social Work Supervisor</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	170,951	0.15	12	0.15	<b>\$ 25,639</b>
<b>Staff Position 6: Clinical Social Worker</b>					

duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	112,845	0.80	12	0.80	\$ 90,276
<b>Staff Position 7: Case Manager</b>					
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	113,548	0.85	12	0.85	\$ 96,516
<b>Total FTE, Base:</b>		<b>2.205</b>	<b>Annualized:</b>	<b>2.205</b>	

		<b>Total Salaries:</b>	\$ 337,479
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>			<b>Total Fringe Benefit:</b> \$ 126,102
		<b>Fringe Benefit %:</b>	<b>37.3659%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 463,581</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 12	14,146
<b>Total Occupancy:</b>			<b>\$ 14,146</b>

<b>Materials &amp; Supplies</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$72.66/ mo x 2.21 FTE x 12 mo	1,927
<b>Total Materials &amp; Supplies:</b>			<b>\$ 1,927</b>

<b>General Operating:</b>	<b>Brief Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15.30/ mo x 2.21 FTE x 12 mos	406
<b>Total General Operating:</b>			<b>\$ 406</b>

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
<b>Total Staff Travel:</b>				<b>\$ 1,440</b>

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network.	\$42/FTE/mo x 2.21 x 12	1,111
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	\$70/FTE/mo x 2.21 x 12	1,853
and Employee Liability	Liability insurance charges associated with payroll.	\$.95/\$100-payroll x 2.21 FTE x 12 mos	3,206
<b>Total Other:</b>			<b>\$ 6,170</b>

<b>TOTAL OPERATING EXPENSES:</b>	<b>\$ 24,089</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 487,670</b>
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**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 73,151
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 73,151</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 560,821</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	6,457	79%	1,716	21%		8,173
Counselor I	0.35	21,441	79%	5,700	21%		27,141
					100%		
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	27,898	79%	7,416	21%		35,314
Fringe Benefits	25.00%	6,974	79%	1,854	21%		8,828
<b>Total Personnel Expenses</b>		34,872	79%	9,270	21%		44,142
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>							
		34,872	79%	9,270	21%		44,142
<b>Indirect Expenses</b>	9.00%	3,139	79%	834	21%		3,973
<b>TOTAL EXPENSES</b>		<b>38,011</b>	<b>79%</b>	<b>10,104</b>	<b>21%</b>		<b>48,115</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	339		95			434
	Cost Per UOS by Service Mode	\$112.14		\$106.36			N/A
	Number of UDC per Service Mode	35		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-9c, Page 2  
07/01/28 - 06/30/29  
General Fund

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	12	0.05	<b>\$ 8,173</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	12	0.35	<b>\$ 27,141</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.40</b>	
				<b>Total Salaries:</b>	<b>\$ 35,314</b>

1b) EMPLOYEE FRINGE BENEFIT	Component	Cost
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 575.30
	<b>Total Fringe Benefit:</b>	<b>\$ 8,828</b>

<b>Fringe Benefit %:</b>	<b>25.00%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 44,142</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 44,142</b>
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#### 4) INDIRECT COSTS

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	3,973
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<b>Indirect Rate:</b>	<b>9.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 3,973</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 48,115</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Medical Case Management				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.15229	10,008	100%			10,008
<b>Salaries</b>	<b>0.15229</b>	<b>10,008</b>	<b>100%</b>			<b>10,008</b>
Fringe Benefits	42.35%	4,238	100%			4,238
<b>Total Personnel Expenses</b>		<b>14,246</b>	<b>100%</b>			<b>14,246</b>
<b>Operating Expenses</b>						
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy						
Total Materials and Supplies		119	100%			119
Total General Operating						
Total Staff Travel						
Consultants/Subcontractor:						
Other: CCDSS		108	100%			108
Other: Data Network		80	75%			80
Other: GAEL		82	100%			82
<b>Total Operating Expenses</b>		<b>389</b>	<b>100%</b>			<b>389</b>
<b>Total Direct Expenses</b>		14,635	100%			14,635
<b>Indirect Expenses</b>	9.00%	1,317	100%			1,317
<b>TOTAL EXPENSES</b>		<b>15,952</b>	<b>100%</b>			<b>15,952</b>
<b>Unit of Service Type</b>						
		<b>Hour</b>				
Number of UOS per Service Mode		116				116
Cost Per UOS by Service Mode		\$137.52				N/A
Number of UDC per Service Mode		15				15



UCSF / Ward 86 / HALT Center of Exc  
UCSF Ward 86

Appendix B-10, Page 2  
(8 mos) 07/01/29 - 02/28/30  
RWPA

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>Social Worker</b>				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula.				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$98,568.40	0.15229	8	0.10153	\$ 10,008
	<b>Total FTE, Base:</b>	<b>0.15229</b>	<b>Annualized:</b>	<b>0.10153</b>	
				<b>Total Salaries:</b>	\$ 10,008

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Total Fringe Benefit:</b>	\$ 4,238
	<b>Fringe Benefit %:</b>	42.35%
	<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 14,246

#### 2) OPERATING EXPENSES:

##### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies.	~\$98 x 0.15 FTE x 8 mos	119
	<b>Total Materials &amp; Supplies:</b>		\$ 119

Other: UC Rech	Brief Description	Rate/Formula	Cost
Computing/Commun Device Support Svcs	Support to campus voice and data technology functions.	~\$59 x .15 FTE x 12 mos	108
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .15 FTE x 12 mos	80
Automobile and Employee Liability	Business travel accident insurance provided to UC employees traveling on UC business throughout the Bay Area.	\$.82/\$100 of payroll x .15 FTE x 12 mos	82
	<b>Total Other:</b>		\$ 270

**TOTAL OPERATING EXPENSES:** \$ 389

**TOTAL DIRECT COSTS:** \$ 14,635

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 1,317
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<b>Indirect Rate:</b>	9.00%
<b>TOTAL INDIRECT COSTS:</b>	\$ 1,317
<b>TOTAL EXPENSES:</b>	\$ 15,952

## UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		MCM / Mobile Engagement MCM		Substance Use Counseling Hours		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.385	59,674	100%					59,674
Nurse Practitioner	0.50	85,321	100%					85,321
Registered Nurse	0.20	28,004	100%					28,004
Clinical Pharmacist	0.50	77,048	100%					77,048
Medical Assistant	3.00	150,472	100%					150,472
Social Work Spvr	0.50	4,695	10%	42,256	90%			46,951
Social Worker	0.199			14,313	100%			14,313
Front Desk Clerk	0.20	9,386	100%					9,386
Principal Investigator	0.01	2,318	100%					2,318
Associate Nurse Manager	0.65	95,484	100%					95,484
COE Coordinator	0.50	35,320	100%					35,320
Pharmacy Tech	0.80	42,052	100%					42,052
Practice Supervisor	1.00	81,998	95%	4,316	5%			86,314
Navigation Coordinator	0.05	2,460	90%	273	10%			2,733
Addiction Medicine Psychologist	0.09946					14,988	100%	14,988
<b>Total FTE &amp; Salaries</b>	<b>8.59346</b>	<b>674,232</b>	<b>90%</b>	<b>61,158</b>	<b>8%</b>	<b>14,988</b>	<b>2%</b>	<b>750,378</b>
Fringe Benefits	42.5276%	286,735	90%	26,009	8%	6,374	2%	319,118
<b>Total Personnel Expenses</b>		<b>960,967</b>	<b>90%</b>	<b>87,167</b>	<b>8%</b>	<b>21,362</b>	<b>2%</b>	<b>1,069,496</b>
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>Totals</b>
Total Occupancy		3,000	100%					3,000
Total Materials and Supplies		10,897	100%					10,897
Total General Operating		4,000	100%					4,000
Other: CCDSS		4,950	100%					4,950
Other: Data Network		2,887	100%					2,887
Other: GAEL		7,129	100%					7,129
Other: Pt. Refreshments		2,400	100%					2,400
<b>Total Operating Expenses</b>		<b>35,263</b>	<b>100%</b>	<b>-</b>				<b>35,263</b>
<b>Total Direct Expenses</b>		<b>996,230</b>	<b>90%</b>	<b>87,167</b>	<b>8%</b>	<b>21,362</b>	<b>2%</b>	<b>1,104,759</b>
<b>Indirect Expenses</b>	15.00%	<b>149,435</b>	<b>90%</b>	<b>13,075</b>	<b>8%</b>	<b>3,204</b>	<b>2%</b>	<b>165,714</b>
<b>TOTAL EXPENSES</b>		<b>1,145,665</b>	<b>90%</b>	<b>100,242</b>	<b>8%</b>	<b>24,566</b>	<b>2%</b>	<b>1,270,473</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		<b>Hour</b>		
Number of UOS per Service Mode		3,527		833		128		<b>4,488</b>
Cost Per UOS by Service Mode		\$324.86		\$120.34		\$191.93		<b>N/A</b>
Number of UDC per Service Mode		600		460		40		<b>600</b>

**BUDGET JUSTIFICATION**

**1a) SALARIES**

Staff Position 1	<b>Physician</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	232,494	0.385	8	0.25667	<b>\$ 59,674</b>
Staff Position 2:	<b>Nurse Practitioner</b>				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist.				
	255,963	0.50	8	0.33333	<b>\$ 85,321</b>
Staff Position 3:	<b>Registered Nurse</b>				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs.				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency.				
	210,029	0.20	8	0.13333	<b>\$ 28,004</b>
Staff Position 4:	<b>Clinical Pharmacist</b>				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech.				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care.				
	231,145	0.50	8	0.33333	<b>\$ 77,048</b>
Staff Position 5:	<b>Medical Assistant</b>				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed.				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population.				
	75,236	3.00	8	2.00	<b>\$ 150,472</b>

<b>Staff Position 6: Social Work Spvr</b>					
duties related to prog/ UDC	planning, coordination, and pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population.				
	140,852	0.50	8	0.33333	\$ 46,951
<b>Staff Position 7: Social Worker</b>					
duties related to prog/ UDC	plan, coordinate pt svcs; integrate pt svcs, ensures pt access & utilization of resources; comprehensive psychosoc assess & eval; present findings at case confer; counseling & referral for subs use & mental hlth, develop grp case mngt curricula.				
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population.				
	107,893	0.199	8	0.13267	\$ 14,313
<b>Staff Position 8: Front Desk Clerk</b>					
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule.				
Degree, license, exp	High school degree or equivalent.				
	70,392	0.20	8	0.13333	\$ 9,386
<b>Staff Position 9: Principal Investigator</b>					
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic.				
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt.				
	347,720	0.01	8	0.00667	\$ 2,318
<b>Staff Position 10: Associate Nurse Manager</b>					
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff.				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency.				
	220,347	0.65	8	0.43333	\$ 95,484
<b>Staff Position 11: COE Coordinator</b>					
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting & invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report.				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team.				
	105,959	0.50	8	0.33333	\$ 35,320

<b>Staff Position 12: Pharmacy Tech</b>					
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned.				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care.				
	78,848	0.80	8	0.53333	\$ 42,052

<b>Staff Position 13: Practice Supervisor</b>					
duties related to prog / UDC	responsible for insurance, eligibility, and registration, scheduling and clinic templates, supervise practice coordinators and hospital assistants.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	129,471	1.00	8	0.66667	\$ 86,314

<b>Staff Position 14: Navigation Coordinator</b>					
duties related to prog / UDC	Work closely w/clinic care teams, re-engage pt LTFU via phone/text/email/soc media, liaison w/clinical serv provide to addr specfc health conc; ent/track pt data via EMR.				
Degree, license, exp	BA or equivalent exp/training; strong comm skills; exp with minority; able to work independent and with a team.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	\$81,998	0.05	8	0.03333	\$ 2,733

<b>Staff Position 15: Addiction Medicine Psychologist</b>					
duties related to prog / UDC	assess subs use disorders, short-term indiv & grp counseling, refer pts to subs use tx, care plans & svcs; coordinates svcs w team; participate in case conferences & CQI, staff mtgs & trainings, data collection; spvsn of svcs under psych license.				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counseling; or equiv combination of education & exp.				
	226,035	0.09946	8	0.06631	\$ 14,988
<b>Total FTE, Base:</b>		<b>8.59346</b>	<b>Annualized:</b>	<b>5.72897</b>	

<b>Total Salaries:</b>	\$ 750,378
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<b>1b) EMPLOYEE FRINGE BEN</b>	<b>Total Fringe Benefit:</b>	\$ 319,118
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<b>Fringe Benefit %:</b>	<b>42.5276%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 1,069,496</b>
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**2) OPERATING EXPENSES:**

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. car	~\$75 x 5 staff x 8 mos	3,000
<b>Total Occupancy:</b>			<b>\$ 3,000</b>

Materials & S	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies.	~\$158.5 x 8.59 FTE x 8 mos	10,897
<b>Total Materials &amp; Supplies:</b>			<b>\$ 10,897</b>

General Oper	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings.	\$1,000 each x 4 staff =	4,000
<b>Total General Operating:</b>			<b>\$ 4,000</b>

Other:UC Rec	Brief Description	Rate/Formula	Cost
CCDSS:	Computing/Commun Device Supp Svcs: voice/data tech functions.	~\$72 x 8.59 FTE x 8 mos	4,950
Data Network:	critical equipment in support of UCSF e-info flow.	~\$42 x 8.59 FTE x 8 mos	2,887
GAEL:	General Auto & Employee Liability: accident insurance for employees local business travel.	\$.95/\$100 payroll x 8.59 FTE x 8 mos	7,129
Client Refreshments	Drink, snacks,etc for patients.	~\$.50/pt/mo x 8 mos x 600 pt	2,400
<b>Total Other:</b>			<b>\$ 17,366</b>

**TOTAL OPERATING EXPENSES: \$ 35,263**

**TOTAL DIRECT COSTS: \$ 1,104,759**

#### 4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contra	\$ 165,714
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 165,714</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 1,270,473</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Psychiatric Encounters		MCM / Mobile Engagement MCM		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatric Nurse Practitioner	0.12	27,974	100%			27,974
Psychiatric Nurse Practitioner	0.12	27,422	100%			27,422
Psychiatric Nurse Practitioner	0.12	26,888	100%			26,888
Program Manager	0.05	6,065	100%			6,065
Clinical Social Work Supervisor	0.11582	3,959	30%	9,237	70%	13,196
Clinical Social Worker	0.80	17,554	30%	40,960	70%	58,514
Case Manager	0.80			63,587	100%	63,587
<b>Total FTE &amp; Salaries</b>	<b>2.12582</b>	<b>109,862</b>	<b>49%</b>	<b>113,784</b>	<b>51%</b>	<b>223,646</b>
Fringe Benefits	37.3489%	41,033	49%	42,496	51%	83,529
<b>Total Personnel Expenses</b>		<b>150,895</b>	<b>49%</b>	<b>156,280</b>	<b>51%</b>	<b>307,175</b>
						-
<b>Operating Expenses</b>		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>	<b>-</b>
Total Occupancy				9,430	100%	9,430
Total Materials and Supplies		775	42%	1,071	58%	1,846
Total General Operating		587	42%	810	58%	1,397
Total Staff Travel		605	42%	835	58%	1,440
Other (specify):			42%		58%	
Other: Data Network (UC Recharge)		200	42%	276	58%	476
Other: CCDSS (UC Recharge)		514	42%	710	58%	1,224
Other: GAEL (UC Recharge)		893	43%	1,233	57%	2,126
<b>Total Operating Expenses</b>		<b>3,574</b>	<b>20%</b>	<b>14,365</b>	<b>80%</b>	<b>17,939</b>
<b>Total Direct Expenses</b>		154,469	48%	170,645	52%	325,114
<b>Indirect Expenses</b>	15.00%	23,170	48%	25,596	52%	48,766
<b>TOTAL EXPENSES</b>		<b>177,639</b>	<b>48%</b>	<b>196,241</b>	<b>52%</b>	<b>373,880</b>
<b>Unit of Service Type</b>		<b>Encounter</b>		<b>Hour</b>		
Number of UOS per Service Mode		485		1,467		<b>1,952</b>
Cost Per UOS by Service Mode		\$366.52		\$133.80		<b>N/A</b>
Number of UDC per Service Mode		225		130		<b>225</b>

**BUDGET JUSTIFICATION**

<b>1a) SALARIES</b>					
<b>Staff Position 1: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	349,675	0.12	8	0.08	<b>\$ 27,974</b>
<b>Staff Position 2: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	342,781	0.12	8	0.08	<b>\$ 27,422</b>
<b>Staff Position 3: Psychiatric Nurse Practitioner</b>					
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring.				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	336,103	0.12	8	0.08	<b>\$ 26,888</b>
<b>Staff Position 4: Program Manager</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	182,061	0.05	8	0.03333	<b>\$ 6,065</b>
<b>Staff Position 5: Clinical Social Work Supervisor</b>					
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks.				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	170,951	0.11582	8	0.0772	<b>\$ 13,196</b>
<b>Staff Position 6: Clinical Social Worker</b>					



duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients. Mental health assessments.				
Degree, license, exp	Master's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	109,714	0.80	8	0.53333	\$ 58,514
<b>Staff Position 7: Case Manager</b>					
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients.				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills.				
	119,226	0.80	8	0.53333	\$ 63,587
<b>Total FTE, Base:</b>		<b>2.12582</b>	<b>Annualized:</b>	<b>1.41722</b>	

		<b>Total Salaries:</b>	<b>\$ 223,646</b>
<b>1b) EMPLOYEE FRINGE BENEFITS:</b>			<b>Total Fringe Benefit:</b>
			<b>\$ 83,529</b>
			<b>Fringe Benefit %:</b>
			<b>37.3489%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>\$ 307,175</b>

**2) OPERATING EXPENSES:**

<b>Occupancy:</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Rent	Monthly expense for proportion of clinic space utilized by prog.	~\$8.42 / sq ft/mo x 140 sq ft x 8	9,430
<b>Total Occupancy:</b>			<b>\$ 9,430</b>

<b>Materials &amp; Supplies</b>	<b>Concise/ Specific Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Office supplies	Expenses such as pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	~\$108.33/ mo x 2.13 FTE x 8 mo	1,846
<b>Total Materials &amp; Supplies:</b>			<b>\$ 1,846</b>

<b>General Operating:</b>	<b>Brief Description</b>	<b>Rate/Formula</b>	<b>Cost</b>
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$81.98/ mo x 2.13 FTE x 8 mos	1,397
<b>Total General Operating:</b>			<b>\$ 1,397</b>

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings.	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$480 ea = \$1,440	1,440
<b>Total Staff Travel:</b>				<b>\$ 1,440</b>

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network.	\$27.93/FTE/mo x 2.13 x 8	476
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level).	~\$72/FTE/mo x 2.13 x 8	1,224
and Employee Liability	Liability insurance charges associated with payroll.	\$.95/\$100-payroll x 2.13 FTE x 8 mos	2,126
<b>Total Other:</b>			<b>\$ 3,826</b>

**TOTAL OPERATING EXPENSES: \$ 17,939**

**TOTAL DIRECT COSTS: \$ 325,114**

**4) INDIRECT COSTS**

allocation of admin & support staff salary, related fringe, general overhead related to contract.	\$ 48,766
<b>Indirect Rate:</b>	<b>15.00%</b>
<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 48,766</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 373,880</b>

**UOS COST ALLOCATION BY SERVICE MODE**

Service Modes:		Substance Use Counseling Hours		Substance Use Counseling Group Hours			
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.05	4,304	79%	1,144	21%		5,448
Counselor I	0.35	14,294	79%	3,800	21%		18,094
<b>Total FTE &amp; Salaries</b>	<b>0.40</b>	<b>18,598</b>	79%	4,944	21%		23,542
Fringe Benefits	25.00%	4,650	79%	1,237	21%		5,887
<b>Total Personnel Expenses</b>		<b>23,248</b>	79%	6,181	21%		29,429
<b>Operating Expenses</b>							
		<b>Expense</b>	<b>%</b>	<b>Expense</b>	<b>%</b>		<b>Totals</b>
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
		-		-			
<b>Total Operating Expenses</b>							-
<b>Total Direct Expenses</b>							
		23,248	79%	6,181	21%		29,429
<b>Indirect Expenses</b>	9.00%	2,093	79%	556	21%		2,649
<b>TOTAL EXPENSES</b>		<b>25,341</b>	79%	<b>6,737</b>	21%		<b>32,078</b>
<b>Unit of Service Type</b>							
	<b>Unit of Service Type</b>	<b>Hours</b>		<b>Group Hour</b>			
	Number of UOS per Service Mode	235		63			298
	Cost Per UOS by Service Mode	\$107.84		\$106.95			N/A
	Number of UDC per Service Mode	63		7			35

UCSF / Ward 86 / HALT Center of Excellence  
San Francisco AIDS Foundation (SFAF)

Appendix B-10c, Page 2  
(8 mos) 07/01/29 - 02/28/30  
General Fund

### BUDGET JUSTIFICATION

#### 1a) SALARIES

Staff Position 1	<b>V.P Behavioral Services</b>				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports.				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	<b>Total</b>
	163,461	0.05	8	0.03333	<b>\$ 5,448</b>
Staff Position 2:	<b>Counselor I</b>				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling.				
Degree, license, exp	3-5 years working in HIV, harm reduction substance use, or mental health related work.				
	77,545	0.35	8	0.2333	<b>\$ 18,094</b>
	<b>Total FTE, Base:</b>	<b>0.40</b>	<b>Annualized:</b>	<b>0.2667</b>	
				<b>Total Salaries:</b>	<b>\$ 23,542</b>

<b>1b) EMPLOYEE FRINGE BENEFIT</b>	<b>Component</b>	<b>Cost</b>
	Social Security	\$ 2,578.97
	Retirement	\$ 643.90
	Medical	\$ 2,808.21
	Unemployment Insurance	\$ 175.30
	Disability Insurance	\$ 2,046.32
	Other (specify):	\$ 577.30
	<b>Total Fringe Benefit:</b>	<b>\$ 5,887</b>

<b>Fringe Benefit %:</b>	<b>25.00%</b>
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<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 29,429</b>
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<b>TOTAL DIRECT COSTS:</b>	<b>\$ 29,429</b>
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#### 4) INDIRECT COSTS

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services.	2,649
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<b>Indirect Rate:</b>	<b>9.00%</b>
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<b>TOTAL INDIRECT COSTS:</b>	<b>\$ 2,649</b>
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<b>TOTAL EXPENSES:</b>	<b>\$ 32,078</b>
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4  
7/01/2023-2/29/2024  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">100017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-4JUL23</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="RWPA"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100034055"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/23 - 07/31/23"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Medical Case Management	116	15							116	15

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		15			15

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$10,008				\$10,008.00
Fringe Benefits	\$4,238				\$4,238.00
<b>Total Personnel Expenses</b>	\$14,246				\$14,246.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$119				\$119.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$270				\$270.00
<b>Total Operating Expenses</b>	\$389				\$389.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$14,635				\$14,635.00
Indirect Expenses	\$1,317				\$1,317.00
<b>TOTAL EXPENSES</b>	\$15,952				\$15,952.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4a  
7/01/2023-6/30/2024  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px;">B-4aJUL23</div>	<b>Contract Purchase Order No:</b> <div style="border:1px solid black; width:100%; height:15px;"></div>
<b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <div style="border:1px solid black; width:150px; height:15px;"></div>	<div style="border:1px solid black; padding:10px; width:50px; margin:auto;"><b>HHS</b></div>	<b>Funding Source:</b> <div style="border:1px solid black; padding:2px;">GF</div>	<b>Department ID-Authority ID:</b> <div style="border:1px solid black; padding:2px;">162644</div>
		<b>Project ID-Activity ID:</b> <div style="border:1px solid black; padding:2px;">100026709</div>	<b>Invoice Period:</b> <div style="border:1px solid black; padding:2px; color:red;">07/1/23 - 07/31/23</div>
		<b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient/Ambulatory Health Services	5,290	600							5,290	600
Medical Case Management/Mobile Engagement	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,712				\$478,712.00
<b>Total Personnel Expenses</b>	<b>\$1,604,276</b>				<b>\$1,604,276.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$18,331				\$18,331.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$24,032				\$24,032.00
<b>Total Operating Expenses</b>	<b>\$52,863</b>				<b>\$52,863.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,139</b>				<b>\$1,657,139.00</b>
Indirect Expenses	\$248,571				\$248,571.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: aidsoffice@sfdph.org	By: _____	Date: _____
	(DPH Authorized Signatory)	





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4b  
7/01/2023-6/30/2024  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-4bJUL23</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/23 - 07/31/23"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
Medical Case Management / Mobile Engagemen	2,200	130							2,220	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$337,503				\$337,503.00
Fringe Benefits	\$125,406				\$125,406.00
<b>Total Personnel Expenses</b>	\$462,909				\$462,909.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,352				\$2,352.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$494				\$494.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,329				\$6,329.00
<b>Total Operating Expenses</b>	\$24,761				\$24,761.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,670				\$487,670.00
Indirect Expenses	\$73,151				\$73,151.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4c  
7/01/2023-6/30/2024  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">100017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-4cJUL24</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/24 - 07/31/24"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	35							339	35
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	<b>\$48,115</b>				<b>\$48,115.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5  
7/01/2024-2/28/2025  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">100017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">B-5JUL24</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="RWPA"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100034055"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/24 - 07/31/24"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Medical Case Management	116	15							116	15
UDC										
Unduplicated Clients for Appendix		15								15

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$10,008				\$10,008.00
Fringe Benefits	\$4,238				\$4,238.00
<b>Total Personnel Expenses</b>	<b>\$14,246</b>				<b>\$14,246.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$119				\$119.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$270				\$270.00
<b>Total Operating Expenses</b>	<b>\$389</b>				<b>\$389.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$14,635</b>				<b>\$14,635.00</b>
Indirect Expenses	\$1,317				\$1,317.00
<b>TOTAL EXPENSES</b>	<b>\$15,952</b>				<b>\$15,952.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5a  
7/01/2024-6/30/2025  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-5aJUL24</div>	<b>Contract Purchase Order No:</b> <input style="width:100px" type="text"/>  <b>Funding Source:</b> <input style="width:100px" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100px" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100px" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100px" type="text" value="07/1/24 - 07/31/24"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient Ambulatory Health Services Encounte	5,290	600							5,290	600
Medical Case Management Hours	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,701				\$478,701.00
<b>Total Personnel Expenses</b>	<b>\$1,604,265</b>				<b>\$1,604,265.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$18,014				\$18,014.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$24,361				\$24,361.00
<b>Total Operating Expenses</b>	<b>\$52,875</b>				<b>\$52,875.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,140</b>				<b>\$1,657,140.00</b>
Indirect Expenses	\$248,570				\$248,570.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5b  
7/01/2024-6/30/2025  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:fit-content; margin:auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:fit-content; margin:auto;">B-5bJUL24</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/24 - 07/31/24"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
MCM / Mobile Engagement MCM Hours	2,200	130							2,200	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$337,535				\$337,535.00
Fringe Benefits	\$126,080				\$126,080.00
<b>Total Personnel Expenses</b>	\$463,615				\$463,615.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,655				\$1,655.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$480				\$480.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,334				\$6,334.00
<b>Total Operating Expenses</b>	\$24,055				\$24,055.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,670				\$487,670.00
Indirect Expenses	\$73,151				\$73,151.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____
(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5c  
7/01/2024-6/30/2025  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-5cJUL24</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/24 - 07/31/24"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	35							339	35
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	<b>\$48,115</b>				<b>\$48,115.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6  
7/01/2025-2/28/2026  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">100017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-6JUL25</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="RWPA"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100034055"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/25 - 07/31/25"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Medical Case Management	116	15							116	15

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		15			15

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$10,008				\$10,008.00
Fringe Benefits	\$4,238				\$4,238.00
<b>Total Personnel Expenses</b>	\$14,246				\$14,246.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$119				\$119.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$270				\$270.00
<b>Total Operating Expenses</b>	\$389				\$389.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$14,635				\$14,635.00
Indirect Expenses	\$1,317				\$1,317.00
<b>TOTAL EXPENSES</b>	\$15,952				\$15,952.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____
(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6a  
7/01/2025-6/30/2026  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">B-6aJUL25</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/25 - 07/31/25"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient Ambulatory Health Services Encounte	5,290	600							5,290	600
Medical Case Management Hours	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,690				\$478,690.00
<b>Total Personnel Expenses</b>	<b>\$1,604,254</b>				<b>\$1,604,254.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$17,490				\$17,490.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$24,896				\$24,896.00
<b>Total Operating Expenses</b>	<b>\$52,886</b>				<b>\$52,886.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,140</b>				<b>\$1,657,140.00</b>
Indirect Expenses	\$248,570				\$248,570.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____
(DPH Authorized Signatory)	





**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6b  
7/01/2025-6/30/2026  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-6bJUL25</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/25 - 07/31/25"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
MCM / Mobile Engagement MCM Hours	2,200	130							2,200	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$336,527				\$336,527.00
Fringe Benefits	\$126,513				\$126,513.00
<b>Total Personnel Expenses</b>	\$463,040				\$463,040.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,163				\$2,163.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$469				\$469.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,412				\$6,412.00
<b>Total Operating Expenses</b>	\$24,630				\$24,630.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,670				\$487,670.00
Indirect Expenses	\$73,151				\$73,151.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____
	(DPH Authorized Signatory)



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-6c  
7/01/2025-6/30/2026  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-6cJUL25</div>	<b>Contract Purchase Order No:</b> <input style="width:100px" type="text"/>  <b>Funding Source:</b> <input style="width:100px" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100px" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100px" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100px" type="text" value="07/1/25 - 07/31/25"/>  <b>FINAL Invoice</b> <input style="width:50px" type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	32							339	32
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	<b>\$48,115</b>				<b>\$48,115.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)
Date: _____	Date: _____







**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7a  
7/01/2026-6/30/2027  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">B-7aJUL26</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/26 - 07/31/26"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient Ambulatory Health Services Encounte	5,290	600							5,290	600
Medical Case Management Hours	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,690				\$478,690.00
<b>Total Personnel Expenses</b>	<b>\$1,604,254</b>				<b>\$1,604,254.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$17,490				\$17,490.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$24,896				\$24,896.00
<b>Total Operating Expenses</b>	<b>\$52,886</b>				<b>\$52,886.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,140</b>				<b>\$1,657,140.00</b>
Indirect Expenses	\$248,570				\$248,570.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____ (DPH Authorized Signatory)
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7b  
7/01/2026-6/30/2027  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-7bJUL26</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/26 - 07/31/26"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
MCM / Mobile Engagement MCM Hours	2,200	130							2,200	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$337,323				\$337,323.00
Fringe Benefits	\$126,695				\$126,695.00
<b>Total Personnel Expenses</b>	\$464,018				\$464,018.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,346				\$1,346.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$406				\$406.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,315				\$6,315.00
<b>Total Operating Expenses</b>	\$23,653				\$23,653.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,671				\$487,671.00
Indirect Expenses	\$73,150				\$73,150.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-7c  
7/01/2026-6/30/2027  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:fit-content; margin:auto;">1000017143</div>  <div style="border:1px solid black; padding:10px; width:fit-content; margin:auto; font-size:24px; font-weight:bold;">HHS</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:fit-content; margin:auto;">B-7cJUL26</div>  <b>Contract Purchase Order No:</b> <input style="width:150px" type="text"/>  <b>Funding Source:</b> <input style="width:150px" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:150px" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:150px" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:150px" type="text" value="07/1/26 - 07/31/26"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	35							339	35
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	\$44,142				\$44,142.00
<b>Operating Expenses:</b>					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$44,142				\$44,142.00
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	\$48,115				\$48,115.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____
	(DPH Authorized Signatory)
	Date: _____







**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8a  
7/01/2027-6/30/2028  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px;">B-8aJUL27</div>	
<b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <div style="border:1px solid black; width:150px; height:15px; display:inline-block;"></div>	<div style="border:1px solid black; padding:10px; font-size:24px; font-weight:bold;">HHS</div>	<b>Contract Purchase Order No:</b> <div style="border:1px solid black; width:150px; height:15px; display:inline-block;"></div>	<b>Funding Source:</b> <div style="border:1px solid black; padding:2px;">GF</div>
		<b>Department ID-Authority ID:</b> <div style="border:1px solid black; padding:2px;">162644</div>	<b>Project ID-Activity ID:</b> <div style="border:1px solid black; padding:2px;">100026709</div>
		<b>Invoice Period:</b> <div style="border:1px solid black; padding:2px; color:red;">07/1/27 - 07/31/27</div>	<b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient Ambulatory Health Services Encounte	5,290	600							5,290	600
Medical Case Management Hours	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,690				\$478,690.00
<b>Total Personnel Expenses</b>	<b>\$1,604,254</b>				<b>\$1,604,254.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$17,490				\$17,490.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$24,896				\$24,896.00
<b>Total Operating Expenses</b>	<b>\$52,886</b>				<b>\$52,886.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,140</b>				<b>\$1,657,140.00</b>
Indirect Expenses	\$248,570				\$248,570.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8b  
7/01/2027-6/30/2028  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-8bJUL27</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/27 - 07/31/27"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
MCM / Mobile Engagement MCM Hours	2,200	130							2,200	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$336,958				\$336,958.00
Fringe Benefits	\$126,421				\$126,421.00
<b>Total Personnel Expenses</b>	\$463,379				\$463,379.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,101				\$2,101.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$406				\$406.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,198				\$6,198.00
<b>Total Operating Expenses</b>	\$24,291				\$24,291.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,670				\$487,670.00
Indirect Expenses	\$73,151				\$73,151.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-8c  
7/01/2027-6/30/2028  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">1000017143</div>  <div style="border:1px solid black; padding:10px; width:80px; margin:0 auto; font-size:24px; font-weight:bold;">HHS</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">B-8cJUL27</div>  <b>Contract Purchase Order No:</b> <input style="width:100px" type="text"/>  <b>Funding Source:</b> <input style="width:100px" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100px" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100px" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100px" type="text" value="07/1/27 - 07/31/27"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	32							339	32
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	\$44,142				\$44,142.00
<b>Operating Expenses:</b>					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$44,142				\$44,142.00
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	\$48,115				\$48,115.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	







**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-9a  
7/01/2028-6/30/2029  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px;">B-9aJUL28</div>	
<b>Program Name: HHS - HALT COE - W86-STOP</b>  <b>ACE Control #:</b> <div style="border:1px solid black; width:150px; height:15px; display:inline-block;"></div>	<div style="border:1px solid black; padding:10px; width:60px; margin:auto;"><b>HHS</b></div>	<b>Contract Purchase Order No:</b> <div style="border:1px solid black; width:150px; height:15px; display:inline-block;"></div>	<b>Funding Source:</b> <div style="border:1px solid black; padding:2px;">GF</div>
		<b>Department ID-Authority ID:</b> <div style="border:1px solid black; padding:2px;">162644</div>	<b>Project ID-Activity ID:</b> <div style="border:1px solid black; padding:2px;">100026709</div>
		<b>Invoice Period:</b> <div style="border:1px solid black; padding:2px; color:red;">07/1/28 - 07/31/28</div>	<b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpatient Ambulatory Health Services Encounte	5,290	600							5,290	600
Medical Case Management Hours	1,200	460							1,200	460
Substance Use Counseling Hours	204	40							204	40

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$1,125,564				\$1,125,564.00
Fringe Benefits	\$478,681				\$478,681.00
<b>Total Personnel Expenses</b>	<b>\$1,604,245</b>				<b>\$1,604,245.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$4,500				\$4,500.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,553				\$16,553.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,000				\$6,000.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see budget	\$25,842				\$25,842.00
<b>Total Operating Expenses</b>	<b>\$52,895</b>				<b>\$52,895.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$1,657,140</b>				<b>\$1,657,140.00</b>
Indirect Expenses	\$248,570				\$248,570.00
<b>TOTAL EXPENSES</b>	<b>\$1,905,710</b>				<b>\$1,905,710.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-9b  
7/01/2028-6/30/2029  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-9bJUL28</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/28 - 07/31/28"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	727	225							727	225
MCM / Mobile Engagement MCM Hours	2,200	130							2,200	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$337,479				\$337,479.00
Fringe Benefits	\$126,102				\$126,102.00
<b>Total Personnel Expenses</b>	\$463,581				\$463,581.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,146				\$14,146.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,927				\$1,927.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$406				\$406.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$6,170				\$6,170.00
<b>Total Operating Expenses</b>	\$24,089				\$24,089.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$487,670				\$487,670.00
Indirect Expenses	\$73,151				\$73,151.00
<b>TOTAL EXPENSES</b>	\$560,821				\$560,821.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ (DPH Authorized Signatory)
	Date: _____



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-9c  
7/01/2028-6/30/2029  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; display:inline-block;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; display:inline-block;">B-9cJUL28</div>	<b>Contract Purchase Order No:</b> <input style="width:150px" type="text"/>  <b>Funding Source:</b> <input style="width:150px" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:150px" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:150px" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:150px" type="text" value="07/1/28 - 07/31/28"/>  <b>FINAL Invoice</b> <input style="width:50px" type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	339	32							339	32
Substance Use Counseling Group Hours	95	7							95	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$35,314				\$35,314.00
Fringe Benefits	\$8,828				\$8,828.00
<b>Total Personnel Expenses</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$44,142</b>				<b>\$44,142.00</b>
Indirect Expenses	\$3,973				\$3,973.00
<b>TOTAL EXPENSES</b>	<b>\$48,115</b>				<b>\$48,115.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____ Date: _____
(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-10  
7/01/2029-2/28/2030  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - W86</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">100017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-10JUL29</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="RWPA"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100034055"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/29 - 07/31/29"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Medical Case Management	116	15							116	15

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		15			15

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$10,008				\$10,008.00
Fringe Benefits	\$4,238				\$4,238.00
<b>Total Personnel Expenses</b>	\$14,246				\$14,246.00
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$119				\$119.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$270				\$270.00
<b>Total Operating Expenses</b>	\$389				\$389.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$14,635				\$14,635.00
Indirect Expenses	\$1,317				\$1,317.00
<b>TOTAL EXPENSES</b>	\$15,952				\$15,952.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	









**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-10b  
7/01/2029-2/28/2030  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - AHP</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:0 auto;">B-10bJUL29</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/29 - 07/31/29"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Psychiatric Encounters	485	225							485	225
MCM / Mobile Engagement MCM Hours	1,467	130							1,467	130

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		225			225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$223,646				\$223,646.00
Fringe Benefits	\$83,529				\$83,529.00
<b>Total Personnel Expenses</b>	<b>\$307,175</b>				<b>\$307,175.00</b>
Operating Expenses:					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$9,430				\$9,430.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,846				\$1,846.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,397				\$1,397.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)	\$1,440				\$1,440.00
<b>Consultant/Subcontractor</b>					
<b>Other</b> - see bud docs	\$3,826				\$3,826.00
<b>Total Operating Expenses</b>	<b>\$17,939</b>				<b>\$17,939.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$325,114</b>				<b>\$325,114.00</b>
Indirect Expenses	\$48,766				\$48,766.00
<b>TOTAL EXPENSES</b>	<b>\$373,880</b>				<b>\$373,880.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: aidsoffice@sfdph.org	By: _____	Date: _____
	(DPH Authorized Signatory)	



**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-10c  
7/01/2029-2/28/2030  
PAGE A

<b>Contractor: Regents UCSF - W86</b> <b>Address: 995 Potrero Ave Bldg 84 SFGH</b> <b>San Francisco, CA 94110</b>  <b>Telephone: 415-206-5871 x 65871</b> <b>Fax:</b>  <b>Program Name: HHS - HALT COE - SFAF</b>  <b>ACE Control #:</b> <input style="width:150px" type="text"/>	<b>Contract ID #</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">1000017143</div>	<b>Invoice Number</b> <div style="border:1px solid black; padding:2px; width:100px; margin:auto;">B-10cJUL29</div>	<b>Contract Purchase Order No:</b> <input style="width:100%" type="text"/>  <b>Funding Source:</b> <input style="width:100%" type="text" value="GF"/>  <b>Department ID-Authority ID:</b> <input style="width:100%" type="text" value="162644"/>  <b>Project ID-Activity ID:</b> <input style="width:100%" type="text" value="100026709"/>  <b>Invoice Period:</b> <input style="width:100%" type="text" value="07/1/29 - 07/31/29"/>  <b>FINAL Invoice</b> <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Substance Use Counseling Hours	235	63							235	63
Substance Use Counseling Group Hours	63	7							63	7

	UDC	UDC	UDC	UDC	UDC
<b>Unduplicated Clients for Appendix</b>		35			35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$23,542				\$23,542.00
Fringe Benefits	\$5,887				\$5,887.00
<b>Total Personnel Expenses</b>	\$29,429				\$29,429.00
<b>Operating Expenses:</b>					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>					
<b>Other</b> - (see bud docs)					
<b>Total Operating Expenses</b>					
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$29,429				\$29,429.00
Indirect Expenses	\$2,649				\$2,649.00
<b>TOTAL EXPENSES</b>	\$32,078				\$32,078.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

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

Title: \_\_\_\_\_

Send to: <a href="mailto:aidsoffice@sfdph.org">aidsoffice@sfdph.org</a>	By: _____	Date: _____
	(DPH Authorized Signatory)	

