

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
INTERNAL CONTRACT REVISION #1**

The Department of Public Health, hereby requests a revision to contract number BPHC12000048/DPHC12000334/DPHC13000258, to to increase Cost of Doing Business General Fund for the period of 7/1/2012 to 6/30/2016 in support of Rental Subsidies Housing Support Services. This revision will be funded using a portion of the pre approved 12% contingency amount.

WHEREAS, the City and County of San Francisco (CCSF), through its Department of Public Health, entered into an Agreement with **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182** for the period 07/01/2011 through 06/30/2016 (BPHC12000048/DPHC12000334/DPHC13000258,) hereinafter referred to as the "Original Agreement"; and

WHEREAS, This Revision to the Original Agreement has been entered into this 1st day of October, 2012; and

WHEREAS, The Department of Public Health and **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182** desire to amend the Original Agreement; and

WHEREAS, This Revision to the Original Agreement will become effective upon certification by the Controller of the availability of funds;

NOW THEREFORE, The parties to the Original Agreement do hereby agree to amend the Original Agreement. Except for these changes, the Original Agreement remains in full force and effect.

Delete Appendix A, Pages 1-5, for the period 07/01/11-06/30/16 and substitute Appendix A, Pages 1-5, for the period 07/01/11-06/30/16.

Delete Appendix A-1, Pages 1-19, for the period 07/01/11-06/30/16 and substitute Appendix A-1, Pages 1-18, for the period 07/01/11-06/30/16.

Add DPH Contractor Budget Revision Request, for the period 07/01/12-06/30/13.

Delete Appendix B, Pages 1-2, for the period 07/01/11-06/30/16 and substitute Appendix B, Pages 1-3, for the period 07/01/11-06/30/16.

Delete Appendix B-1a, Pages 1-5, for the period 07/01/12-06/30/13 and substitute Appendix B-1a, Pages 1-5, for the period 07/01/12-06/30/13.

Delete Appendix B-1b, Pages 1-5, for the period 07/01/13-06/30/14 and substitute Appendix B-1b, Pages 1-5, for the period 07/01/13-06/30/14.

Delete Appendix B-1c, Pages 1-5, for the period 07/01/14-06/30/15 and substitute Appendix B-1c, Pages 1-5, for the period 07/01/14-06/30/15.

Delete Appendix B-1d, Pages 1-5, for the period 07/01/15-06/30/16 and substitute Appendix B-1d, Pages 1-5, for the period 07/01/15-06/30/16.

Delete Appendix F-1a, for the period 07/01/12-06/30/13, Pages A and B, and Substitute Appendix F-1a, Pages A and B, for the period 07/01/12-06/30/13.

Delete Appendix F-1b, for the period 07/01/13-06/30/14, Pages A and B, and Substitute Appendix F-1b, Pages A and B, for the period 07/01/13-06/30/14.

Delete Appendix F-1c, for the period 07/01/14-06/30/15, Pages A and B, and Substitute Appendix F-1c, Pages A and B, for the period 07/01/14-06/30/15.

Delete Appendix F-1d, for the period 07/01/15-06/30/16, Pages A and B, and Substitute Appendix F-1d, Pages A and B, for the period 07/01/15-06/30/16.

Delete Appendix H Insurance, and Substitute Appendix H Insurance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY:

M. Trotz 10/22/12
Date
Marc Trotz
Director, Housing and Urban Health
Department of Public Health

CONTRACTOR:

Nell Giuliano 10-17-12
Date
Nell Giuliano
Chief Executive Director

Reviewed & approved by:

Irene Carmona 12/22/12
Date
Irene Carmona, AIDS Office Contracts
Date
[Signature] 10/24/12
Date
Accounting/Fiscal

SAN FRANCISCO AIDS FOUNDATION

Contractor
P. O. Box 426182
Address
San Francisco, CA 94142-6182
City, State, Zip

Appendix A
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Marc Trotz, 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.

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. 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. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. 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.

I. 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 staff 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 site conditions, equipment, 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 their staff, 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.

J. 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."

K. Client Fees and Third Party Revenue:

(1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.

(2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of 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, which agreements are incorporated by reference as though fully set forth.

P. 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 staff, including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

Q. Research Study Records:

To facilitate the exchange of research study records, should this Appendix A include the use of human study subjects, Contractor will include the City in all study subject consent forms reviewed and approved by Contractor's IRB.

2. Description of Services

Detailed descriptions of services supporting the period 07/01/11 – 06/30/16 may be found in the following Appendices:

Appendix A, 07/01/11 – 06/30/16, Pages 4-5	Program Summary
Appendix A-1, 07/01/11 – 06/30/16, Pages 1-18	Rental Subsidies

SUMMARY

Service Provider(s): San Francisco AIDS Foundation
Fiscal Agency: San Francisco AIDS Foundation
Total Contract Amount: \$17,854,769
Funding Source: General Fund
System of Care: Housing and Urban Health
Provider Address: 1035 Market Street, Suite 400, San Francisco, CA 94103
Provider Phone: 415-487-8042 **Provider Fax:** 415-487-3094
Contact Person: Richard Hill, Government Contracts Manager 415-487-8042
email: rhill@sfaf.org

Year One			
Program Name:	Rental Subsidies	Appendix A-1	
Amount:	\$3,515,341	Funding Source: General Fund	
Year One Term:	7.01.11 – 6.30.12		
Definition and # of UOS:	A UOS is defined as a rental subsidy day		
	Housing Resident Days - Standard		96,725
	Housing Resident Days - Shallow		40,150
	Housing Resident Days – Partial		8,395
Number of UDC/NOC:	398	Total UOS	145,270
Year Two			
Program Name:	Rental Subsidies	Appendix A-1	
Amount:	\$3,582,484	Funding Source: General Fund	
Year Two Term:	7.01.12 – 6.30.13		
Definition and # of UOS:	A UOS is defined as a rental subsidy day		
	Housing Resident Days - Standard		96,725
	Housing Resident Days - Shallow		40,150
	Housing Resident Days – Partial		8,395
Number of UDC/NOC:	398	Total UOS	145,270
Year Three			
Program Name:	Rental Subsidies	Appendix A-1	
Amount:	\$3,585,648	Funding Source: General Fund	
Year Three Term:	7.01.13 – 6.30.14		
Definition and # of UOS:	A UOS is defined as a rental subsidy day		
	Housing Resident Days - Standard		96,725
	Housing Resident Days - Shallow		40,150
	Housing Resident Days – Partial		8,395
Number of UDC/NOC:	398	Total UOS	145,270
Year Four			
Program Name:	Rental Subsidies	Appendix A-1	
Amount:	\$3,585,648	Funding Source: General Fund	
Year Two Term:	7.01.14 – 6.30.15		
Definition and # of UOS:	A UOS is defined as a rental subsidy day		
	Housing Resident Days - Standard		96,725

Number of UDC/NOC:	Housing Resident Days - Shallow 40,150 Housing Resident Days - Partial 8,395 Total UOS 145,270	40,150 8,395 145,270
Year Five		
Program Name:	Rental Subsidies Appendix A-1 Funding Source: General Fund	
Amount:	\$3,585,648	
Year Five Term:	7.01.15 – 6.30.16	
Definition and # of UOS:	A UOS is defined as a rental subsidy day	
Number of UDC/NOC:	Housing Resident Days - Standard 96,725 Housing Resident Days - Shallow 40,150 Housing Resident Days - Partial 8,395 TOTAL UOS 145,270	96,725 40,150 8,395 145,270
Target Population:	Low-income San Francisco residents with disabling HIV/AIDS already in receipt of a Ryan White Part A or General Fund subsidy. If vacancies arise, the program will target San Francisco residents with AIDS/disabling HIV who are homeless, at risk of homelessness or marginally housed, and with very low incomes.	
Description of Service:	This program helps individuals search, obtain stable, safe and affordable housing by providing three different type of housing subsidies. <u>STANDARD RENTAL SUBSIDY PROGRAM (STD-RSP)</u> provides monthly financial assistance in the form of a rental subsidy to clients with disabling HIV or AIDS. <u>SHALLOW RENTAL SUBSIDY (S-RSP)</u> provides monthly financial assistance in the form of a rental subsidy to HIV clients of San Francisco's Centers of Excellence, St. Mary's Medical Center, and clients aging out of Larkin Street Youth Services. <u>PARTIAL RENTAL SUBSIDY (P-RSP)</u> provides financial assistance in the form of rental subsidy to people with disabling HIV or AIDS who are in stable housing but who are imminently homeless because a high percentage (50% or more) of their income is paid in rent.	

1. **Program Name:** San Francisco AIDS Foundation: Rental Subsidies
Program Address: 1035 Market Street, Suite 400
City, State, Zip Code: San Francisco, CA 94103
Telephone: (415) 487-8042
Facsimile: (415) 487-3094

2. **Nature of Document (check one);**

New Renewal Modification

3. **Goal Statements**

STANDARD RENTAL SUBSIDY PROGRAM (STD-RSP)

The program's goal is to provide monthly financial assistance in the form of a rental subsidy to clients with disabling HIV or AIDS that helps clients search, obtain and maintain stable, safe, and affordable housing.

SHALLOW RENTAL SUBSIDY (S-RSP)

The program's goal is to provide monthly financial assistance in the form of a rental subsidy to HIV clients of San Francisco's Centers of Excellence, St. Mary's Medical Center, and clients aging out of Larkin Street Youth Services, that helps them search, obtain stable, safe and affordable housing.

PARTIAL RENTAL SUBSIDY (P-RSP)

The program's goal is to provide financial assistance in the form of rental subsidy to people with disabling HIV or AIDS who are in stable housing but who are imminently homeless because a high percentage (50% or more) of their income is paid in rent.

4. **Target Population**

STANDARD RENTAL SUBSIDY PROGRAM (STD-RSP)

STD-RSP targeted population are San Francisco residents with disabling HIV/AIDS who are homeless, at risk of homelessness or marginally housed, and have very low incomes, which is defined by HUD, for new clients, as 30% of median income. Program participants accepted into the program prior to July 1, 1998 are under different eligibility criteria that is 50% or below median income.

New rental subsidy recipients are in the process of learning how to live independently or are already capable of living independently. Their housing situation may be within unstable living environments, or may be imminently or chronically homeless. Clients are referred from the City and County of San Francisco Housing Wait List (HWL). Additionally, clients are derived from all racial and ethnic backgrounds, and meet the "severe need" or "special populations" definition who may have a history or are active drug users and/or have co-existing chronic psychiatric conditions.

The program maintains a historically derived 10-subsidy slot set-aside for Native American clients. As slots become available, if program census data indicates there are less than 10 Native American program participants, the vacancy are filled by the next eligible Native American HWL candidate

meeting the above program criteria. If unable to identify a set-aside candidate within 60 consecutive days of a subsidy vacancy, the program may place the next eligible candidate into the subsidy slot.

A household is defined as one or more persons sharing the household, which may include an individual's significant other, husband, wife, child(ren), grandparent, sibling, parent, etc.

SHALLOW RENTAL SUBSIDY (S-RSP)

S-SRP targeted population is San Francisco residents; HIV-positive who are chronically, currently or imminently homeless. Additionally, clients are derived from all racial and ethnic backgrounds, and meet the "severe need" or "special populations" definition who may have a history or are active drug users and/or have co-existing chronic psychiatric conditions. All clients will be extremely low income (client annual income will not exceed 30% of median income as defined by HUD).

PARTIAL RENTAL SUBSIDY (P-RSP)

P-RSP targeted population is San Francisco residents; AIDS/HIV disabling who are imminently homeless. Each client is referred to the program from the City and County of San Francisco's Housing Wait List in wait list order, and be able to live independently or with in-home assistance.

All clients will be very low-income (client income will not exceed 50% of median income) and the client's current monthly rent will be equal to or exceed 60% of his/her monthly income. If in a roommate situation or living as a couple and/or family, the client's portion of rent must be more than 60% of his/her income.

5. Modalities/Interventions

Year One

General Fund: 7/1/2011 – 6/30/2012

<u>Unit of Service Description – Housing Subsidy</u>	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Housing, Resident Days – Standard 265 clients x 365 days = 96,725 Rental Subsidy Days	96,725	265	265
Housing, Resident Days – Shallow 110 clients x 365 days = 40,150 Rental Subsidy Days	40,150	110	110
Housing, Resident Days – Partial 23 clients x 365 days = 8,395 Rental Subsidy Days	8,395	23	23
Total UOS to be delivered	145,270		
Total UDC to be delivered			398

Year Two

General Fund: 7/1/2012 – 6/30/2013

<u>Unit of Service Description – Housing Subsidy</u>	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Housing, Resident Days – Standard 265 clients x 365 days = 96,725 Rental Subsidy Days	96,725	265	265
Housing, Resident Days – Shallow 110 clients x 365 days = 40,150 Rental Subsidy Days	40,150	110	110
Housing, Resident Days – Partial 23 clients x 365 days = 8,395 Rental Subsidy Days	8,395	23	23
Total UOS to be delivered	145,270		
Total UDC to be delivered			398

Year Three

General Fund: 7/1/2013 – 6/30/2014

<u>Unit of Service Description – Housing Subsidy</u>	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Housing, Resident Days – Standard 265 clients x 365 days = 96,725 Rental Subsidy Days	96,725	265	265
Housing, Resident Days – Shallow 110 clients x 365 days = 40,150 Rental Subsidy Days	40,150	110	110
Housing, Resident Days – Partial 23 clients x 365 days = 8,395 Rental Subsidy Days	8,395	23	23
Total UOS to be delivered	145,270		
Total UDC to be delivered			398

Year Four

General Fund: 7/1/2014 – 6/30/2015

<u>Unit of Service Description</u> – Housing Subsidy	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Housing, Resident Days – Standard 265 clients x 365 days = 96,725 Rental Subsidy Days	96,725	265	265
Housing, Resident Days – Shallow 110 clients x 365 days = 40,150 Rental Subsidy Days	40,150	110	110
Housing, Resident Days – Partial 23 clients x 365 days = 8,395 Rental Subsidy Days	8,395	23	23
Total UOS to be delivered	145,270		
Total UDC to be delivered			398

Year Five

General Fund: 7/1/2015 – 6/30/2016

<u>Unit of Service Description</u> – Housing Subsidy	Units of Service (UOS)	Number of Clients (NOC)	Unduplicated Clients (UDC)
Housing, Resident Days – Standard 265 clients x 365 days = 96,725 Rental Subsidy Days	96,725	265	265
Housing, Resident Days – Shallow 110 clients x 365 days = 40,150 Rental Subsidy Days	40,150	110	110
Housing, Resident Days – Partial 23 clients x 365 days = 8,395 Rental Subsidy Days	8,395	23	23
Total UOS to be delivered	145,270		
Total UDC to be delivered			398

6. Methodology

The San Francisco AIDS Foundation (SFAF) Rental Subsidy Programs will operate between the hours of 9 a.m. to 5 p.m. Monday through Friday at 1035 Market Street, San Francisco.

STANDARD RENTAL SUBSIDY (STD-RSP)

Outreach, Recruitment, and Promotion

As subsidy slots become available, SFAF staff calls the City’s Housing Wait List Program (HWL) to get names as the single referral mechanism.

Admission, Enrollment, and Intake Criteria and Process

Subsidy Eligibility Criteria

- a. Resident of San Francisco
- b. Gross Annual Family Income no greater than 30% of median income as defined by HUD. HUD's figures for 2012 are:

Family Unit	Income Cap	Family Unit	Income Cap
1 Person Family	\$23,350	5 Person Family	\$36,000
2 Person Family	\$26,650	6 Person Family	\$38,650
3 Person Family	\$30,000	7 Person Family	\$41,300
4 Person Family	\$33,300	8 Person Family	\$44,000

- c. Individuals must be able to or be assisted to secure their own lease, and to be in the process of learning how to live independently or be capable of living independently in the unit once a lease agreement is signed.
- d. Disabling HIV or AIDS diagnosis.

Once referred to the program, the Non-Medical Case Manager (NMCM) will meet with the client to verify that eligibility criteria for the subsidy still apply to the client's current circumstances.

SFAF provides the HWL staff with updates on all individual referrals. The Housing and Benefits Director returns the referral disposition form monthly so that the HWL database is updated. Individuals who are not placed in a subsidy slot are put back on the list in their original Brief Enrollment position for referral to other housing programs with openings. Changes to the client's HWL data are documented via a pre-placement change form by the NMCM, and submitted to the HWL program to ensure that client's record is updated.

A second assessment will be made by the NMCM of the client's ability to live independently or client is in the process to learn how to live independently. If in question, the NMCM will refer the client to a medical or mental health provider for a formal assessment. If the assessment indicates that the client is unable to live independently, the NMCM links him/her to appropriate advocacy and notify the Housing Wait List of the client's particular housing needs.

Clients found not to be currently eligible for the program (for instance, those who no longer meet the program eligibility criteria) are referred back to the HWL (maintaining their original position on the HWL) for a referral to the next available appropriate housing program. If the client's eligibility changes at a later date, s/he is re-referred to SFAF for consideration when there is another opening in the Rental Subsidy Program.

Acceptance into the Program

Upon completion of the eligibility review, the NMCM goes over the STD-RSP policies and procedures booklet with the client. This document describes both the program's and clients' general requirements and expectations. Then, NMCM completes the intake and updates electronic information in ARIES and SFAF internal database.

Upon initial acceptance into the program, the prospective subsidy recipient is also given information regarding the unit size and rent cap for which s/he has been approved and a packet of information to

assist in the housing search. This packet includes a letter of introduction explaining the subsidy program that clients may present to prospective landlords.

Individual Housing Search

The NMCM is available to clients to assist in their housing search by providing them materials, coaching and training, how to complete a rental application, how to conduct a housing interview, how to present the subsidy program to landlords, how to protect their confidentiality rights and inform them about their right and responsibilities as a tenant with fixed income and a disability. NMCM provides clients with continuing support, suggestions, organizational and informational tips, and landlord/housing advocacy to assist with the housing search. NMCM works in coordination with clients and any other City's service providers assisting them in their housing search.

Client Confidentiality

SFAF maintains a *Doing Business As* fictitious business name known as the *San Francisco Housing Coalition (SFHC)*. All rental subsidy payments are sent on the Coalition's Letterhead. The SFHC has its own phone number, business cards, letterhead stationery webpage and checks, thus ensuring that client confidentiality regarding HIV status is maintained by the program.

Prospective Unit and House Inspections

When clients locate a housing unit, the NMCM inspects the unit, following the Housing Quality Standards (HQS) procedure to ensure the unit meets minimum requirements criteria for health and safety.

Every NMCM is a certified house inspector, who is able to conduct an inspection on demand for new clients, moves or when clients needs documented evidence to present to landlords/property manager for building maintenance or tenant/landlords related disputes.

SFAF HQS are adapted from the HUD guidelines, which defines the minimum requirements that ensure the unit is habitable, safe and sanitary. The prospective client notifies the NMCM the need to inspect a unit by showing a completed, but not necessarily signed lease, rental agreement or a letter of intent to rent the unit. At all points in the inspection process described below, clients are either be directly involved with coordinating the inspection with the landlord, or are in communication with the NMCM as the process proceeds.

A NMCM conducts the HQS within a week of the request. The unit is assessed in the following areas during each inspection: kitchen equipment, bathroom fixtures, building exterior, heating and plumbing conditions, general health and safety conditions, electrical fixtures, outlets, windows, locks, doors, conditions of the walls, floors and ceilings.

The NMCM informs the client and landlord of all inspection results. A copy of the *Unit Condition and Inventory Survey*, which documents the inspection is placed in the individual client's chart.

If the unit fails the initial inspection, the NMCM coordinates a second HQS when the failed items have been reported as corrected by the landlord. If problems with the apartment still exist after the second inspection, the NMCM arranges for a third inspection to ensure that all initially documented problems have been corrected. If the apartment does not pass the third inspection, clients are asked to seek another unit.

Once the unit passes the HQS, the NMCM notifies the client. An appointment is set up to complete the program's final paperwork, determine his/her rental share and agree upon a timeline for the first rental subsidy payment to be sent to the landlord.

Rental Share Calculation

The SFAF subsidy amount is the difference between the total rent for the unit and the client's rental share. The client's rental share is based on 30% of client's total adjusted monthly family income.

The NMCM is responsible for reviewing, and if necessary, making a recalculation of all program participants' rental share on at least an annual basis based on the client's income at that time. The program agreement advises subsidy recipients that SFAF expects notification if their monthly income or rent increases or decreases by \$40 at any other time and if there are changes in landlord/property managers or household configuration.

Return to Work Efforts

The program supports and encourages clients' efforts to return to work and staff is trained to counsel clients regarding work related issues. The program has policies and procedure to support rental subsidy clients that have been receiving disability benefits and are interested in working. A three-step policy is designed to allow client to try to explore if work is possible before it affects their participation in the rental subsidy program. It is also based on the idea that client will keep their NMCM informed of their work situation on a regular basis.

Subsidy Activation

Upon completion of the rent share calculation, the NMCM submits the paperwork to the Housing and Benefits Director (H&BD) for revision and final approval. The Director then forwards subsidy packet to the SFAF Finance and Administrative Department with instructions to begin sending monthly subsidy payments to a specific landlord/property manager. Concurrently, the NMCM mails a letter to the landlord and client displaying the amounts that are covered by the *San Francisco Housing Coalition* (SFHC) and the client's rental share.

SFAF mails the subsidy payment in enough time for the landlord to receive it by the 1st of each month (unless the initial rent/payment is due on another date). Program participants are expected to pay their rental share directly to the landlord on the due date, as stated in the lease.

NMCM assesses the need to pay last month's rent and/or security deposit as a lease condition. If a security deposit is available through SFAF, the NMCM requires client and the landlord to sign a Security Deposit Agreement stipulating return of the deposit to San Francisco Housing Coalition (SFAF) when the client vacates the unit or to show documentation if part or the entire security deposit was used to repair the unit.

When the first payment is sent, the client is responsible for finalizing and signing the lease with the landlord/property manager, as well as the security deposit agreement, if applicable. A copy of each document is kept in the client's file.

Rent Caps

They are based on Housing Urban Development (HUD) Proposed Fair Market Rents. The program will adjust these figures to match any SF-HA increases/decreases should an adjustment take place during the contract period to ensure that clients have the best possible chance for utilizing their subsidy award.

UNIT SIZE	RENT CAPS	UNIT SIZE	RENT CAPS
SRO	\$850	Two Bedroom	\$1,833
Studio	\$1,191	Three Bedroom	\$2,447
One Bedroom	\$1,465	Four Bedroom	\$2,586

Assessment and Service Plan

After the subsidy has been activated in behalf of the client, the NMCM assists the subsidy participants to complete a comprehensive psychosocial, prevention and financial benefits assessment. Following the San Francisco DPH "Making the Connection: Standards of Care for Client-Center Services" and Center for Disease Control "Comprehensive Risk Counseling and Services", NMCM assesses eleven psychosocial, environmental, prevention and financial benefits categories. With the results, the NMCM assists clients to develop a short or/and long term service/care plan. Objectives on each category are recorded in ARIES' progress note section. NMCM provides information and referral to overcome any barriers to complete each objective, monitors and documents the progress and outcomes of each objective. NMCM focuses on housing and financial benefits needs and works closely with other City's service providers to prevent duplication of service and coordinate needed interventions.

SFAF Internal Referrals

Clients are also assessed for SFAF internal services. Client are invited to access other SFAF services and resources (not funded by this contract), such as prevention community building programs (Black Brothers Esteem, Latino Support Group and Speed Project); mental health and/or substance use services with Stonewall; participate in the needle exchange program, and access health community resources through Magnet. Depending on capacity, rental subsidy participants receive priority to access to resources within all SFAF programs and services.

Referral to Case Management and Other Services

At any time in the program's service delivery process, the rental subsidy client may be referred to a city-funded money management, legal assistance, mental health and/or primary care services. Such a referral could be made by client request and/or by virtue of the NMCM's assessment and determination of need.

Specific situations that automatically triggers a referral by the NMCM include, but are not exclusive to:

- Questions on Landlord and Tenant Rights and Responsibilities
- Budget Skills
- Declining health
- Behavioral challenges

SFAF recognizes that access to primary medical care and treatment adherence is critical to health outcomes and the well being of the program's participants. Therefore, the NMCM makes every effort to link clients with medical services.

SFAF also views client advocacy as an essential service link and a tool central to the maintenance of a stable living situation. Program staff works closely with case management providers to ensure that timely access to case management support and/or peer advocacy is available to rental subsidy individuals, when appropriate.

Due to psychosocial and environmental challenges a segment of the Rental Subsidy participants demonstrate ongoing or sporadic high risk behaviors; NMCM will take an active role with this targeted sub-population to assess clients' behaviors and provide HIV/AIDS prevention support in the form of individual and/or group interventions to reduce the risk of infecting others and reduce the subsidy participant's exposure to other infections.

In an effort to ensure clients maintain their housing, clients are required to enter money management if they show challenges in meeting financial responsibilities. This stipulation is described in the program agreement signed by the client at the time of the entry into the program. A letter of cooperation with Lutheran Social Services Money Management Program is maintained.

SHALLOW RENTAL SUBSIDIES

Outreach, Recruitment, and Promotion

The contract funding provides Shallow Rental Subsidies to Centers of Excellence (CoE), St. Mary's Medial Center and aging out young adults from Larkin Street Youth Services during each contract year. Each referent is allocated ten (10) slots. When all slots have been filled, referents have access to slots created when one of their corresponding clients exits the program. If a CoE is unable to fill subsidy slots within 30 days of a vacancy, the San Francisco AIDS Foundation will use a rotation process to find a referral, asking the next referent agency for a referral, until the slot is filled.

Admission, Enrollment, and Intake Criteria and Process

Subsidy Eligibility Criteria

- a. Resident of San Francisco
- b. Gross Annual Family Income no greater than 30% of median income as defined by HUD 2012 figures are:

Family Unit	Income Cap	Family Unit	Income Cap
1 Person Family	\$23,350	5 Person Family	\$36,000
2 Person Family	\$26,650	6 Person Family	\$38,650
3 Person Family	\$30,000	7 Person Family	\$41,300
4 Person Family	\$33,300	8 Person Family	\$44,000

Note: Based on San Francisco, CA HUD Metro FMR Area FY 2012 Income Limits Summary (released by HUD on Wednesday, February 1, 2012). The program will adjust these figures to match any HUD increases/decreases should an adjustment take place during the contract period.

- c. HIV-positive
- d. Currently or chronically homeless or imminently homeless (imminently homeless is defined as paying 60% or more of monthly income toward rent)

Client Access

Upon determination that a client meets the eligibility criteria, the CoE Case Manager will submit the referral packet to SFAF-NMCM. The packet will include:

- Completed Shallow Rent Subsidy Referral
- Unit Inspection Request form (if needed),
- A completed lease or rental agreement or letter of intent,

- Signed Authorizations to Request/Release Confidential Information Forms,
- Proof of Income,
- Psychosocial assessment, completed within the last six months, and
- Referent ensures that client record is updated in ARIES

The NMCM schedules an appointment with client or a case conference with referent case manager and client (if needed) to review client's eligibility. The NMCM also reviews the S-RSP policy and procedures to ensure that client understands the program requirements and expectations. If client already lives in a stable unit, the NMCM schedules an HQS appointment.

If client is looking for a unit, the NMCM follows these steps described above:

- *Acceptance into the Program*
- *Individual Housing Search*
- *Client Confidentiality*
- *Prospective Unit and House Inspection*

Rental Share Calculation

Income and rent caps are the same as the STD-RSP. Rental share is based on a sliding scale displayed below. The subsidy is displayed in the "S-RSP Award Amount" column and subsidy participants' rental share is the difference of the total rent.

SRS Award Amount	1 person income	Couple income	Family of 3	Family of 4
\$400	\$1 - \$650	\$1 - \$900	\$1-\$1000	\$1-\$1075
\$350	\$651 - \$970	\$901 - \$1380	\$1001-\$1575	\$1076-\$1900
\$300	\$971 - \$1275	\$1381 - \$1910	\$1576-\$1900	\$1901-\$2300
\$250	\$1276 - \$1979	\$1911 - \$2262	\$1901-\$2545	\$2301-\$2829

Service Delivery Model

Clients' Continuing Participation

NMCM constantly communicates with CoE case manager, who is responsible to report any changes in clients' housing situation, income and access to CoE services.

Signed Formal Agreement

The cooperative relationship between the CoE and SFAF is documented in a formal agreement signed by both agencies. The Memorandum of Understanding forms the basis for this agreement.

The agreement outlines each agencies responsibility and includes the information outlined below. Each agency is responsible for compliance with the terms of the signed agreement. If either agency expresses concern that the partner agency is not in complete compliance, H&B Director calls the referent agency contact person to address the concerns. If this is does not address the concerns, Director contacts referent agency director to address the issues and the final step is for Director from both agencies to meet and address the concerns, develop and implement a solution.

Responsibilities of the Centers of Excellence

The Centers of Excellence (CoE) agency agrees to:

1. Use the established referral process to access shallow rent subsidies for its clients, including completing the referral form and the housing inspection referral information.
2. Adhere to client eligibility criteria for shallow rent subsidies when screening and referring clients for shallow rent subsidies. Eligibility criteria for the program includes: Client must be HIV-positive, a Resident of San Francisco, have income of 30% of median income or less, and be currently, chronically or imminently homeless (imminently homeless is defined as paying 60% or more of monthly income toward rent).
3. Assist the client in locating housing and obtaining a lease or rental agreement.
4. When referring a client to the program, collect appropriate subsidy paperwork, including lease, current verification of client income (and partner's income as necessary), and release of information to landlord, and forward this information to SFAF.
5. Verify clients' continued participation in the shallow rent subsidy program each month, and notify SFAF of any changes in clients' circumstances (e.g. changes in income, household configuration, rental situation).
6. Obtain updated client income and rent verification annually and provide these documents to SFAF for the subsidy re-certification process.
7. Meet with SFAF twice a year for program coordination.
8. At the end of the contract period, complete the SFAF tracking form reporting on previously referred clients' housing status.
9. Enter and update client information in ARIES prior to making a shallow subsidy referral.

Responsibilities of the San Francisco AIDS Foundation

The San Francisco AIDS Foundation (SFAF) agrees to:

1. Track and report to the CoE Contact Person(s) and the Department of Public Health (DPH) the number of nights of shallow rent subsidy assistance each client received during a contract year. A record of all shallow rent subsidies administered by SFAF will be tracked through the ARIES and internal SFAF electronic system each month.
2. Meet with all clients referred for shallow subsidies to complete the intake process. This process entails confirming eligibility, computing the subsidy amount, signing the Program Agreement between the client and SFAF, and notifying the client, the landlord and the CoE when the subsidy will begin.
3. Conduct housing inspections on all units referred by the CoE for possible shallow rent subsidies.
4. Contact the CoE each month to verify clients' continued participation in the shallow subsidy program prior to making shallow rent subsidy payments to participating landlords.
5. Provide a Non-Medical Case Manager for all clients to serve as a contact person for subsidy-related services as needed. The SFAF Non-Medical Case Manager will also provide brief updates to the CoE case manager, and work in coordination with them as necessary.
6. Re-certify clients' eligibility for the program on an annual basis, with the assistance of the CoE case managers.
7. Track and monitor the number of subsidies being administered and the current expenditure levels.
8. Meet with the CoE twice a year to provide budget and service provision updates, and to ensure program coordination.
9. SFAF maintains the right to provide shallow subsidy services to clients according to the program policies and procedures stipulated in the Shallow Subsidy Program Agreement and the funding contract signed with the Department of Public Health.

PARTIAL RENTAL SUBSIDIES

Housing Wait List Program (HWL)

Potential P-RSP clients are referred through the HWL. SFAF utilizes the HWL as its method for identifying, screening and referring clients to the P-RSP. When a subsidy slot becomes available, SFAF's H&B Director calls the HWL coordinator to get a number of referrals. A NMCM meets with client and reviews all information indicated on the comprehensive intake. This information assists staff to determine client's eligibility and ability to live independently. If substance use and/or mental health issues are evident at the time of intake and appear to be significant in scope, the client is referred to undergo a clinical assessment.

If the client is found to be ineligible for the program, for instance, cannot live independently, or is not imminently homeless as defined below, s/he is referred back to HWL for more appropriate housing. If the client is appropriate for the P-RSP, s/he is asked to submit additional documentation and a HQS is conducted of the client's unit.

Upon acceptance into the program, the client is tagged as *Temporarily Placed* in the HWL's database, thus allowing him/her to maintain his/her original Brief Enrollment position, and insuring referral to other full rental subsidy programs or residential housing programs when space becomes available.

Previous year's experience indicates that P-RSP screening prepares clients to transfer to the STD-RSP when an opening occurs, as requested documents are checked and verified and clients' housing units have already been inspected to ensure they meet housing quality standards.

Eligibility Criteria

Program eligibility criteria will include the following:

1. Client must be a resident of San Francisco.
2. Client must verify "very low" income status as defined by HUD. The client's annual income may not exceed 50% of median income (\$37,650.00). Acceptable forms of verification may include financial statement from the public benefits source or paycheck documentation if the client is working.
3. Client's current monthly rent equals or exceeds 50% of his/her monthly income (*this eliminates the rental caps used currently for participants in the full subsidy program*). If in a roommate situation or a couple/family, the client's portion of rent must be more than 60% of his/her income.
4. Client must be able to live independently or with in-home assistance.
5. Client must have had stable housing in the apartment being considered for a partial subsidy for at least three months.
6. Client must present a signed copy of the current lease agreement indicating monthly rent, terms of the lease and number of residents. If the client's name is not on the lease, the program requires a letter from the named tenant indicating that the client is subletting from the primary lease holder and from the landlord indicating that client is a current tenant and has been for at least three months.
7. Client must provide a letter of diagnosis for disabling HIV/AIDS.
8. Client's rental unit must meet HQS regulations specified by HUD.

Financial Management

SFAF regularly convenes a subsidy financial management meeting, attended by Vice-President of Program and Services, the Director of Government Contracts, the Contract and Budget Manager and Housing and Benefits Director to monitor the performance of the SFAF Rental Subsidy Program. The group reviews prior month financial data, monitor contract compliance, monthly landlord payment data, and allow timely program management of the subsidy program.

SFAF utilizes a Housing Subsidy Monitoring Report to monitor financial data. The report allows the program to monitor average, actual and projected subsidy program costs by funding source. The report compares actual spending to funding source budgets to avoid any cost overruns or potential under-spending of funds. The report allows the program to forecast and address future capacity of the subsidy program, and enable the program staff to determine how and when to fill vacancies by set-aside population based on available funding.

Cultural Competency

SFAF ensures that the rental subsidy programs provide culturally competent services through its ongoing staff development activities. SFAF ensures that program staff is trained to recognize, understand and respect the different cultural backgrounds of Subsidy Program participants. Spanish-speaking SFAF staff works with monolingual Spanish-speaking clients to ensure their needs are understood and met. All program promotional materials are available in English and Spanish.

Participating staff is encouraged to take an active role in program development activities and to provide feedback to managing staff through routine individual supervision meetings, and unit/program meetings to ensure a responsive and respectful program design and service delivery.

Program Staffing

The position title, job responsibilities, and minimum qualifications of each contract funded staff position involved in the delivery of program services are explained below.

The Housing and Benefits Director (H&BD) will be responsible for the overall oversight of the three subsidy programs and services. The H&BD Director is responsible for on-going monitoring of program staff progress and the contract budget to ensure overall contract compliance, including tracking staff and program progress related to contract deliverables. The Director also oversees staff training and development. Additional duties include development and monitoring of long range planning.

The Director of Government Contracts is responsible for coordinating all program evaluation activities, including the design, testing, implementation and analysis of all evaluation data collection in conjunction with the H&BD Director and other program staff. This position is also responsible for completion of all evaluation and reporting requirements to DPH.

The Contract and Budget Manager is responsible for managing the fiscal aspects of the housing subsidies program, including monitoring clients' subsidy eligibility and award calculations, developing spreadsheet and database systems to monitor client and landlord information and subsidy payments, processing monthly landlord payment requests, and generating periodic financial monitoring and forecasting reports. Supervises portions of the Payment Coordinator functions and serves as the primary liaison for H&BD Director on fiscal matters.

The NMCM provides direct services to persons with HIV/AIDS in acquiring services needed to assist subsidy clients in maintaining stable housing, including the administration of a housing subsidy. NMCM also ensures clients obtain all needed support services, including information and referrals, and is responsible for verifying initial housing inspections and for providing housing advocacy services. Additionally, they perform all individual rental share calculations for the STD- S- and P-RSP clients, and assure that the inspections of all rental subsidy units have been completed.

NMCM is responsible for developing housing resources for the STD-RSP potential participants, as well as attempting to identify more appropriate housing options for clients no longer eligible for the program. They provide ongoing assistance and advocacy to individuals who are locating units, including assisting with lease preparation, making payment arrangements and negotiating with landlords as needed. Each NMCM screens clients for eligibility, collect and verify admission criteria documentation, review individual income data and make the client share and subsidy portion determinations on an annual basis.

For S- and P-RSP participants, the NMCM is responsible for all HQS and performs all individual subsidy and rental share calculations for each client. The NMCM also verifies admission criteria documentation, review individual income data, facilitate monthly subsidy payments, and make the shallow rental subsidy and client rental share determinations on an annual basis.

ARIES

Direct service CARE-funded agencies are required to collect and submit, through the ARIES client registration system, unduplicated client and service data on all CARE-eligible clients receiving a CARE-funded service. Agencies comply with ARIES policies and procedures for collecting and maintaining timely, complete and accurate unduplicated client and service information in the ARIES database.

Service data for the preceding month, including Units of Service, is entered into ARIES by the fifteenth (15th) working day of each month. The deliverables in ARIES are consistent with the information that is submitted to Housing and Urban Health on the "Month Statements of Deliverables and Invoice" form with 90 days following the month of service (to allow for corrections).

Registration data is entered into ARIES within 48 hours or two working days after data is collected so that ARIES clients is able to access services at other agencies without repeating the registration process.

This contract does not have CARE funding but utilizes the ARIES system for client data collection.

Incentive Distribution

Incentives, which include Grocery Safeway Cards, MUNI tokens, Household Goods Vouchers, Fast Food Vouchers and Taxi Scrip are made available to all rental subsidy clients, upon availability. Each kind of voucher listed below is utilized by NMCM as incentives in their ongoing efforts to support the clients' needs and efforts towards housing situation stabilization and self advocacy.

Grocery Vouchers: Depending on clients' specific needs and circumstances, NMCM provides a \$50 Safeway Gift Card.

MUNI Tokens: NMCM utilizes bus tokens to assist clients in their on-going client stabilization efforts. For example, bus tokens could be given to a client who is looking for housing, needs to keep a medical, substance abuse treatment or social support services appointments.

Household Goods Vouchers: Every new client has access to \$200 worth of Goodwill Vouchers upon admission and depending on client needs to get household goods to stabilize clients' housing condition. Thereafter, RSP clients can access up to \$50 worth of Goodwill Vouchers on a yearly basis if client confronts financial hardship. Special emergencies and circumstance are evaluated on behalf of client; NMCM consults with other services providers and H&BD Director to dispense additional vouchers.

Fast Food Vouchers: Depending on need and client-specific circumstances, most clients receive a \$5 or \$10 Fast Food voucher at a time.

Taxi Scrip: Taxi Scrips are utilized to assist clients with an urgent need. Such urgent (but non-emergency) situations could include the client who needs assistance in keeping a medical appointment and/or who, because they are in a fragile ambulatory condition need special assistance with transportation (e.g., moving from one hotel to another hotel). Clients that are medically indicated (but ambulatory and not medically unstable enough to call 911) would be issued taxi scrip and encouraged and supported in immediately seeking support (such as medical assistance).

All vouchers are stored in a locked file cabinet located in the agency's Finance Department and select a small amount to place in a locked file cabinet in the locked chart room in the program and service area for easy access. NMCM distributes the vouchers according to the department's voucher policy and procedure. Every distributed voucher is recorded in a SFAF-voucher receipt and entered in ARIES as unit of service. The original copy of the voucher receipt is placed in client chart and the copy is placed in the locked file cabinet. H&BD Director keeps an inventory at all times.

7. Objectives and Measurements

Outcome Objective 1: Within six months of initial subsidy receipt and as documented in client files, the program will stabilize the housing situation on at least 80% of program participants.

Evaluation: Upon every admission, NMCM conducts a comprehensive psychosocial and financial benefits assessment that helps to develop a service plan, which includes housing stabilization within six month after admission. NMCM records the housing objectives in the progress notes section in ARIES and documents the progress of each objective. The H&BD Director reviews and monitors with NMCM the results of the assessments, final services plan and progress notes during individual supervision, and twice per year review 15% of randomly selected confidential chart to evaluate clients' progress and NMCM documentation. Director uses a QA/QI chart review form and keeps a log of all reviews.

Outcome Objective 2: By the end of the fiscal year and as documented in client files, 80% of subsidy recipients who have secured housing will have maintained that housing or moved to a level of care more appropriate for their needs.

Evaluation: The rental subsidy program performance data will be tracked in the ARIES system. The date the client is approved for a subsidy is documented in the clients' on-line record. Additionally, each month, in conjunction with the check approval process, the ARIES service line detail of those clients with active rental subsidy is updated with a unit of service for each subsidy day. These data become the tracking mechanism for later assessment.

In July of each contract year, program staff will review the record of all clients with active subsidies as of June 30. The program's current UDC will be compared to the UDC for the program since the beginning of the contract period to measure the percentage of recipients who have remained in subsidized housing. A report, to be submitted to the DPH Program Manager by July 31 of each contract year, will include this data, as well as the aggregate totals for each of the reasons that clients have left the subsidy program.

Outcome Objective 3: By the end of the fiscal year and documented in client files, at least 75% of clients who exit the program will secure independent/unsubsidized housing or other permanent supportive housing, move-in with family and friends, or transition to a level care more appropriate for their needs.

Evaluation: Upon every exit, NMCM enters a progress notes explaining the circumstances and indicating the reasons for client exit. H&BD Director is able to run a report to demonstrate the reason for each exit. Director submits report to DPH-HUH during the monitoring review and year end report.

Outcome Objective 4: By the end of the fiscal year and as documented in the client satisfaction survey summary and analysis, 80% of clients who responded to an anonymous client satisfaction survey will indicate that they are either "satisfied" or "very satisfied" with program services.

Evaluation: The program evaluation/client satisfaction survey results are compiled into a summary report after data collection, compilation and analysis is completed. Data collection is completed by March 15th of each contract year. The summary report, which analyzes all survey data includes a description of the survey development process, survey administration methodology and a brief summary of any programmatic refinements informed by the data, is submitted to the Program Manager by June 30 of each contract year. Report supporting documentation is included the aggregate client survey responses and the text of all client comments. A copy of the survey tool, data and survey results is maintained in the agency's program department files.

Process Objective 1: During the fiscal year and as documented in client files, 100% of new subsidy clients will have a housing plan in place within one month of subsidy receipt.

Evaluation: The Housing and Benefits Director will review all complete service plans on a monthly bases of newly admitted clients. Biannually, the H&BD will conduct a chart and electronic record review of 15% of randomly selected current clients to monitor process and completion of objectives. Director will keep a list of chart review.

Process Objective 2: During the fiscal year and as documented in client files, program staff will refer all clients who have an anticipated exit from the program to services including but not limited to case management, housing, food, clothing, medical treatment, detox, and other services as necessary and appropriate.

Evaluation: The Housing and Benefits Director will review the referral process during the bimonthly individual supervision. Biannually, the H&BD will conduct a chart and electronic record review of 15% of randomly selected current clients to monitor process and completion of objectives. Director will keep a list of chart review.

Process Objective 3: During the fiscal year and as documented in personnel files and agency training logs, staff will receive regular training relevant to the target population and the services provided. Training topics may include but not be limited to working with homeless clients, mental illness, and substance use.

Evaluation: The Housing and Benefits Director will brainstorm with the H&B team the need for training and keep a log of all attended training.

8. Continuous Quality Improvement

The following is a summary of steps taken by SFAF to ensure that all services follow professional and program standards.

Quality Improvement Plan: SFAF H&BD Director is responsible for the development, implementation and review of the department's quality improvement plan. In general, staff oversight and performance monitoring is facilitated through bimonthly supervision and weekly departmental administrative and clinical meetings. Policies regarding staff conduct are clearly delineated in the agency's Personnel and Policy Manual, a copy of which is distributed to all new employees. Training and in-service are facilitated and scheduled as needed (*Review of Staff Training Plan*).

Infection Control/TB Control Universal Precautions: All program staff is required to receive annual PPD (TB) screenings or every two year present the result of chest-x rays and an infection control/universal precautions training is provide to information staff regarding the potential spread of infectious illnesses to persons with compromised immune systems.

Review of Staff Training Plan: SFAF requires program staff to attend in-services and training on topics relevant to the program's work with targeted client populations. In-service and training are designed to improve linkage with other service providers, facilitate access to services and improve quality of program services.

Medical Protocol: All emergencies are handled by the Manager Officer of the Day (MOD), a rotating group of managerial staff, whose function is to handle all types of emergencies including disruptive behaviors, violence or medical or substance abuse crises. In a medical emergency, the MOD first calls for medical assistance, and then personally assists the individual when possible.

Monthly statement of deliverables and invoice, narrative reports, annual administrative reports, monitoring report protocols, and any other reports or forms is submitted in a timely manner to the Department of Public Health, Housing and Urban Health Division.

Chart Review: Every December and June of each year, H&BD Director conducts a review of 15% of randomly selected subsidy participants' confidential charts and corresponding electronic record (ARIES and SFAF internal database). A Quality Assurance and Quality Improvement (QA/QI) Chart Review Form is used to facilitate the process and assure that all Federal, State, Local and agency's requirements are met for each reviewed chart. If a discrepancy is identified, Director addresses discrepancies with corresponding NCMCM during individual supervision, develops and implements a correction plan to meet all requirements within a month from the meeting. The QA/QI individual Chart Review Forms is kept together with a Chart Review Log in a binder in the chart room in a locked cabinet for internal and external reviews.

HIPAA Requirements: H&BD Director monitors compliance with six standards listed below:

Item #1: DPH Privacy Policy is integrated in the program's governing policies and procedures regarding client privacy and confidentiality.

As Measured by: Evidence that the policy and procedures that abides by the rules outlined in the DPH Privacy Policy have been adopted, approved and implemented.

Item #2: All staff who handles client health information are trained (including new hires) and annually updated in the program's privacy/confidentiality policies and procedures.

As Measured by: Documentation exists showing individuals were trained.

Item #3: A Privacy Notice that meets the requirements of the Federal Privacy Rule (HIPAA) is written and provided to all clients served in their threshold and other languages. If document is not available in the client's relevant language, verbal translation is provided.

As Measured by: Evidence in client's chart or electronic file that client was "noticed".

Item #4: A Summary of the above Privacy Notice is posted and visible in registration and common areas of treatment facility.

As Measured by: Presence and visibility of posting in said areas.

Item #5: Each disclosure of a client's health information for purposes other than treatment, payment, or operations is documented.

As Measured by: Documentation exists.

Item #6: Authorization for disclosure of a client's health information is obtained prior to release (1) to providers outside the DPH Safety Net or (2) from a substance abuse program.

As Measured by: An authorization form that meets the requirements of the Federal Privacy Rule (HIPAA) is signed and in client's chart/file.

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
BUDGET REVISION REQUEST**

Internal Contract
Revision #1

CONTRACTOR: San Francisco AIDS Foundation
Address: P. O. Box 426182
San Francisco, CA 94142-6182

CONTRACT PURCHASE ORDER #: DPHC13000258

CMS #: 7035

Program Name: Rental Subsidies

FUNDING SOURCE: General Fund

Budget Term: 07/01/2012-06/30/2013

ACE Control #

EXPENDITURES	A		B		B minus A	
	FTE	TOTAL CURRENT BUDGET	FTE	TOTAL REVISED BUDGET	FTE	VARIANCE INCR (DECR)
Personnel Expenses:						
Housing & Benefits Director (HBD)	0.64	\$56,256	0.64	50,627		(\$5,629)
Director of Government Contracts	0.05	\$4,395	0.08	7,032	0.03	\$2,637
Budget & Contracts Manager	0.10	\$7,000	0.15	13,185	0.05	\$6,185
Housing Subsidies Administrator	0.25	\$15,000	0.25	\$15,000		
Database Manager	0.15	\$12,750	0.15	\$12,750		
Case Manager (CM)	4.00	\$202,778	4.00	\$201,014		(\$1,764)
Triage Assistant (TA)	0.75	\$31,581	0.75	\$31,581		
Total Salaries		\$329,760		\$331,189		\$1,429
Fringe Benefits		\$82,440		\$82,672		\$232
Total Personnel Expenses	5.94	\$412,200	6.02	\$413,861	0.08	\$1,661
Operating Expenses:						
Occupancy		\$60,588		\$74,479		\$13,891
Rental of Property						
Utilities						
Building Maint. Supplies & Repair						
Materials and Supplies		\$5,588		\$5,342		(\$246)
Supplies/Postage/Printing						
Printing & Reproduction						
Program/Educational supplies						
General Operating		\$2,746,708		\$2,793,501		\$46,793
Insurance						
Staff Training						
Rental of Equipment						
Audit						
Staff Travel (local & out-of-town)						
Consultant/Subcontractor						
Other:						
Total Operating Expenses:		\$2,812,884		\$2,873,322		\$60,438
Capital Expenditures						
TOTAL DIRECT EXPENSES		\$3,225,084		\$3,287,183		\$62,099
Indirect Expenses		\$290,257		\$295,801		\$5,544
TOTAL EXPENSES		\$3,515,341		\$3,582,984		\$67,643

Signature: _____ Title: _____ Date: _____
N/A -
FOR INTERNAL REFERENCE ONLY.

FOR AIDS OFFICE USE ONLY		
This request is:	APPROVED <input checked="" type="checkbox"/>	APPROVED <input type="checkbox"/> (as shown)
		DENIED <input type="checkbox"/>
Comments: <u>Full revised budget included in ICR.</u>		
Program Manager:	<u>N/A - For internal reference only.</u>	Date: <u>N/A</u>
	AIDS Office	
Ct Admin: <u>N/A</u>	Date: <u>N/A</u>	Service-Branch Chief: <u>N/A</u> Date: <u>N/A</u>
		CC: Agency
		Accounting
		Contracts
		Service-Branch
		Central File

**Appendix B
Calculation of Charges**

1. Method of Payment

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 supporting the period 07/01/11 – 06/30/16 may be found in the following Appendixes:

Appendix B, 07/01/11 – 06/30/16, Page 1-3	Budget Summary
Appendix B-1, 07/01/11 – 06/30/12, Pages 1-5	Rental Subsidies
Appendix B-1A, 07/01/12 – 06/30/13, Pages 1-5	Rental Subsidies
Appendix B-1B, 07/01/13 – 06/30/14, Pages 1-5	Rental Subsidies
Appendix B-1C, 07/01/14 – 06/30/15, Pages 1-5	Rental Subsidies
Appendix B-1D, 07/01/15 – 06/30/16, Pages 1-5	Rental Subsidies

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$1,831,141 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 funding source shall be as follows:

Original Agreement	City and County of San Francisco General Fund	\$3,515,000	07/01/11 – 06/30/12
Original Agreement	City and County of San Francisco General Fund	\$3,515,000	07/01/12 – 06/30/13
Original Agreement	City and County of San Francisco General Fund	\$3,515,000	07/01/13 – 06/30/14
Original Agreement	City and County of San Francisco General Fund	\$3,515,000	07/01/14 – 06/30/15
Original Agreement	City and County of San Francisco General Fund	\$3,515,000	07/01/15 – 06/30/16
Internal Contract Revision #1	City and County of San Francisco General Fund	\$67,143	07/01/12 – 06/30/13
Internal Contract Revision #1	City and County of San Francisco General Fund	\$70,307	07/01/13 – 06/30/14
Internal Contract Revision #1	City and County of San Francisco General Fund	\$70,307	07/01/14 – 06/30/15
Internal Contract Revision #1	City and County of San Francisco General Fund	\$70,307	07/01/15 – 06/30/16
		\$17,854,769	

**Internal Contract
Revision #1**

Contingency \$2,109,205
Contingency **-\$278,064**

\$19,685,910

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.

Department of Public Health Contract Budget Summary by Program
(HUH, HPS, HHS, CHPP AND MCAH)

A	B	C	D	E	F	G	H	I	J	K	L	
1	Check one:							Appendix B Page 3				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 7/1/11 - 6/30/16				
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2012-2013			SUBMISSION DATE: 1/10/11			DPH1					
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation							VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM PROVIDER NAME: Rental Subsidies / San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)		A-1/ B-1	A-1/B-1a	A-1/B-1b	A-1/ B-1c	A-1/ B-1d					
11	APPENDIX TERM:		7/1/11-6/30/12	7/1/12-6/30/13	7/1/13-6/30/14	7/1/14-6/30/15	7/1/15-6/30/16	TOTALS				
12												
13	SALARIES & EMPLOYEE BENEFITS		412,200	413,361	413,361	413,361	413,361	2,065,644				
14	OPERATING EXPENSE		2,812,884	2,873,322	2,876,224	2,876,224	2,876,224	14,314,878				
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)											
16	SUBTOTAL DIRECT COSTS		3,225,084	3,286,683	3,289,585	3,289,585	3,289,585	16,380,522				
17	INDIRECT COST AMOUNT:		290,257	295,801	296,063	296,063	296,063	1,474,247				
18	INDIRECT RATE:		9.0%	9.0%	9.0%	9.0%	9.0%					
19	TOTAL EXPENSES:		3,515,341	3,582,484	3,585,648	3,585,648	3,585,648	17,854,769				
20												
21												
22												
23												
30												
32												
33												
34												
35												
40	NON-FUNDED											
41												
42												
49												
50												
51												
52												
61												
62												
63												
80												
81												
82												
83	OTHER/ NON-DPH REVENUE											
84	CLIENT FEES											
85	PROVIDERS GRANTS											
86	IN-KIND											
87	FUND RAISING											
88	OTHERS											
89												
90												
91												
92	Prepared by/Phone #: Jim Kelly / 415-487-3044											

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-1a		
2	Contract Term: 7/1/11 - 6/30/16						Appendix Term: 1/7/12 - 6/30/13		
3	Funding Source: General Fund								
4									
5	SFDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8	SERVICE MODES								
9	Personnel Expenses		Resident Days - Standard		Resident Days - Shallow		Resident Days - Partial		Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Housing & Benefits Director (HBD):	0.64	50,627	100%					50,627
12	Director of Government Contracts:	0.08	7,032	100%					7,032
13	Budget & Contracts Manager:	0.15	13,185	100%					13,185
14	Housing Subsidies Administrator:	0.25	14,500	100%					14,500
15	Database Manager:	0.15	12,750	100%					12,750
16	Case Managers (CM):	4.00	174,656	87%	26,358	13%			201,014
17	Triage Assistant (TA):	0.75	31,581	100%					31,581
18	Total FTE & Total Salaries	6.02	304,331	92%	26,358	8%			330,689
19	Fringe Benefits	25%	76,082	92%	6,590	8%			82,672
20	Total Personnel Expenses		380,413	92%	32,948	8%			413,361
21									
22	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
23	Total Occupancy		69,634	93%	4,845	7%			74,479
24	Total Materials and Supplies		4,895	92%	447	8%			5,342
25	Total General Operating		2,260,701	81%	422,400	15%	110,400	4%	2,793,501
26	Total Staff Travel								
27	Consultants/Subcontractor:								
28									
29	Other:								
30									
31									
32									
33									
34									
35									
36									
37	Total Operating Expenses		\$ 2,335,230	81%	\$ 427,692	15%	\$ 110,400	4%	\$ 2,873,322
38									
39	Total Direct Expenses		2,715,643	83%	460,640	14%	110,400	3%	3,286,683
40	Indirect Expenses	9%	244,407	83%	41,458	14%	9,936	3%	295,801
41	TOTAL EXPENSES		\$ 2,960,050	83%	\$ 502,098	14%	\$ 120,336	3%	53,582,484
42									
43	Number of Units of Service (UOS) per Service Mode		96,725		40,150		8,395		145,270
44	Cost Per Unit of Service by Service Mode		\$30.60		\$12.51		\$14.33		
45	Number of Unduplicated Clients (UDC) per Service Mode		265		110		23		
46									
47	DPH #1A(1)								Rev. 05/2010

BUDGET JUSTIFICATION

Rental Subsidies

Salaries and Benefits

Housing & Benefits (HBD):

The HBD will be responsible for the overall oversight of the Housing & Benefits Department's programs and services; including its housing programs. The position will be responsible for on-going monitoring of program staff progress and the contract budget to ensure overall contract compliance, including tracking staff and program progress related to contract deliverables. The HBD will also oversee staff training and development. Additional duties include development and monitoring of long range planning.

Minimum Qualifications: M.S.W. or similar related degree; a minimum of seven years' experience in the field of human service, including a minimum of two years as program director performing such functions as program quality assurance and improvement, budget development, and community collaboration. Ability to respond quickly and articulately in a public forum.

Annual Salary \$ 79,104 x 0.64 FTE = \$50,627

Director of Government Contracts:

Responsible for coordinating all program evaluation activities, including the design, testing, implementation and analysis of all evaluation data collection in conjunction with the Housing & Benefits Director and other program staff. Will also be responsible for completion of all evaluation and reporting requirements to DPH.

Minimum Qualifications: Bachelor's degree in Social Work, Liberal Arts or related field with two years experience in health services government contracts management and negotiations; development of applications for government contracts, and contract monitoring and compliance.

Annual Salary \$ 87,900 x 0.08 FTE = \$7,032

Budget & Contracts Manager:

Prepares initial contract budget, budget revisions and modifications, and monthly contract invoices. Monitors contract spending and maintains fund accounting system. Generates periodic financial monitoring and forecasting reports.

Minimum Qualifications: College degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 87,900 x 0.15 FTE = \$13,185

Housing Subsidies Administrator:

Manages the fiscal aspects of the housing subsidies program, including monitoring client subsidy eligibility and award calculations, developing spreadsheet and database systems to monitor client and landlord information and subsidy payments. Processes monthly landlord payment requests.

Minimum Qualifications: college degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 58,000 x 0.25 FTE = \$14,500

Database Manager:

Responsible for the maintenance of the agencies databases. Insures data integrity for data collection & evaluation.

Minimum Qualifications: Bachelor's degree or at least five years experience in information technology programs.

Annual Salary \$ 85,000 x 0.15 FTE = \$12,750

Case Managers (CM):

Provide direct services to persons with HIV/AIDS in acquiring services needed to assist subsidy clients in maintaining stable housing, including the administration of a housing subsidy. In addition to all duties related to subsidy administration, CMs will ensure that clients obtain all needed support services, including information and referrals, as needed. Each CM will be responsible for verifying initial housing inspections and for providing housing advocacy services. Additionally, the CM will perform all individual rental share calculations for the Standard, Partial and Shallow Rental Subsidy Program clients, and assure that the inspections of all rental subsidy units have been completed. The CM will also verify admission criteria documentation, review individual income data, facilitate monthly subsidy payments, and make the shallow rental subsidy and client rental share determinations on an annual basis.

Minimum Qualifications: Two years in the provision of housing advocacy services for low income individuals accessing affordable housing; experience working with people with HIV/AIDS and knowledge of SF housing resources.

Average Annual Salary \$ 50,253.50 x 4.00 FTE = \$201,014

Triage Assistant (TA):

Provides administrative support to SFAF Housing & Benefits Department staff by maintaining housing client information; assisting with payment coordination; generating internal and external reports, and performance general office duties.

Minimum Qualifications: Two years of demonstrated general administrative or program assistance. High school diploma or equivalent.

Annual Salary \$ 42,108 x 0.75 FTE = \$31,581

Total Salaries **\$330,689**

salaries = **\$82,672**

Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes

TOTAL SALARIES & BENEFITS **\$413,361**

Operating Expenses

Occupancy:

Rent:

Rental of office space at the monthly rate of \$950.00/FTE

\$950 per month x 12 months x 6.02 FTE = **\$68,628**

Utilities:

Telephone charges based on SFAF's monthly experience rate of \$81.00 per FTE.

\$81 per month x 12 months x 6.02 FTE = \$5,851

~~Materials and Supplies~~ \$74,479

~~Materials and Supplies~~

Office Supplies:

Desk supplies/postage for program staff based on the monthly experience rate of \$41. Additional postage for client mailings estimated at \$2,380.

\$41 per month x 12 months x 6.02 FTE + \$2,380 = \$5,342

~~Total Materials and Supplies~~ \$5,342

General Operating

Subsidies:

SFAF will provide a total of 145,270 resident days of housing for 398 clients. The UOS commitment is based on 40,150 resident days of subsidized rent for 110 shallow rental clients, 8,395 resident days for 23 partial rental clients and 96,725 resident days of standard subsidized rent for 265 clients. Subsidy amounts requested are based on SFAF's experience rates. SFAF requests \$10,000 to pay security deposits for new clients.

Standard Subsidies - \$690.93 x 12 x 265 = \$2,197,157

Partial Subsidies - \$400 x 12 x 23 = \$110,400

Shallow Subsidies - \$320 x 12 x 110 = \$422,400

Security deposits = \$10,000

Insurance:

Occupancy insurance is allocated on a cost of \$59/FTE/mo.

\$59 per month x 12 months x 6.02 FTE = \$4,262

Storage:

Rented storage space used by all SFAF departments. Includes storage of client records. Based on SFAF's monthly experience rate of \$3.00 per FTE per month.

\$3.00 per month x 12 months x 6.02 FTE = \$217

Staff Training:

Training seminars and conferences for Client Services Director and Case Managers on topics related to improving housing conditions for persons with HIV/AIDS or other

7 seminars x \$500 per seminar = \$3,500

Audit

Fees for auditors to perform annual external audit. Fee charged to contract is approx 1% of direct costs

\$36,390

Rental/Maintenance of Equipment

Copier leases based on SFAF's monthly experience rate of \$82.00 per FTE.

Maintenance agreements for office equipment based on SFAF's monthly experience rate of \$45.00 per FTE per month.

Rental - \$82.00 per month x 12 months x 6.02 FTE = \$5,924

Maintenance - \$45.00 per month x 12 months x 6.02 FTE = \$3,251

~~Total General Operating~~ \$2,793,501

TOTAL OPERATING EXPENSES

\$2,873,322

TOTAL DIRECT COSTS

\$3,286,683

INDIRECT COSTS

SFAF is requesting reimbursement of administrative costs totaling \$295,801 which is nine percent (9%) of the contract's direct expenses. This amount will partially reimburse SFAF, which currently spends approximately 17% of its resources on indirect expenses to manage its programs. Administrative resources, which will be expended as the management of the contract requires, include such expenses as the salaries, benefits and operating expenses of, the Finance and Administrative Director, Controller, Assistant Controller, Accountant, Payables Accountant, Budget Director, Office Services Manager, Office Assistant, Receptionist, Information Services Manager and the Chief Executive Officer and his assistants.

TOTAL INDIRECT COSTS

\$295,801

APPENDIX TOTAL

\$3,582,484

BUDGET JUSTIFICATION

Rental Subsidies

Salaries and Benefits

Housing & Benefits Director (HBD):

The HBD will be responsible for the overall oversight of the Housing & Benefits Department's programs and services; including its housing programs. The position will be responsible for on-going monitoring of program staff progress and the contract budget to ensure overall contract compliance, including tracking staff and program progress related to contract deliverables. The HBD will also oversee staff training and development. Additional duties include development and monitoring of long range planning.

Minimum Qualifications: M.S.W. or similar related degree; a minimum of seven years' experience in the field of human service, including a minimum of two years as program director performing such functions as program quality assurance and improvement; budget development, and community collaboration. Ability to respond quickly and articulately in a public forum.

Annual Salary \$ 79,104 x 0.84 FTE = \$50,627

Director of Government Contracts:

Responsible for coordinating all program evaluation activities, including the design, testing, implementation and analysis of all evaluation data collection in conjunction with the Housing & Benefits Director and other program staff. Will also be responsible for completion of all evaluation and reporting requirements to DPH.

Minimum Qualifications: Bachelor's degree in Social Work, Liberal Arts or related field with two years experience in health services government contracts management and negotiations; development of applications for government contracts, and contract monitoring and compliance.

Annual Salary \$ 87,900 x 0.08 FTE = \$7,032

Budget & Contracts Manager:

Prepares initial contract budget, budget revisions and modifications, and monthly contract invoices. Monitors contract spending and maintains fund accounting system. Generates periodic financial monitoring and forecasting reports.

Minimum Qualifications: College degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 87,900 x 0.15 FTE = \$13,185

Housing Subsidies Administrator:

Manages the fiscal aspects of the housing subsidies program, including monitoring client subsidy eligibility and award calculations, developing spreadsheet and database systems to monitor client and landlord information and subsidy payments. Processes monthly landlord payment requests.

Minimum Qualifications: college degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 58,000 x 0.25 FTE = \$14,500

Database Manager:

Responsible for the maintenance of the agencies databases. Insures data integrity for data collection & evaluation.

Minimum Qualifications: Bachelor's degree or at least five years experience in information technology programs.

Annual Salary \$ 85,000 x 0.15 FTE = \$12,750

Case Managers (CM):

Provide direct services to persons with HIV/AIDS in acquiring services needed to assist subsidy clients in maintaining stable housing, including the administration of a housing subsidy. In addition to all duties related to subsidy administration, CMs will ensure that clients obtain all needed support services, including information and referrals, as needed. Each CM will be responsible for verifying initial housing inspections and for providing housing advocacy services. Additionally, the CM will perform all individual rental share calculations for the Standard, Partial and Shallow Rental Subsidy Program clients, and assure that the inspections of all rental subsidy units have been completed. The CM will also verify admission criteria documentation, review individual income data, facilitate monthly subsidy payments, and make the shallow rental subsidy and client rental share determinations on an annual basis.

Minimum Qualifications: Two years in the provision of housing advocacy services for low income individuals accessing affordable housing; experience working with people with HIV/AIDS and knowledge of SF housing resources.

Average Annual Salary \$ 50,253.50 x 4.00 FTE = \$201,014

Triage Assistant (TA):

Provides administrative support to SFAF Housing & Benefits Department staff by maintaining housing client information; assisting with payment coordination; generating internal and external reports, and performance general office duties.

Minimum Qualifications: Two years of demonstrated general administrative or program assistance. High school diploma or equivalent.

Annual Salary \$ 42,108 x 0.75 FTE = \$31,581

Total Salaries	\$330,689
salaries =	\$82,672
Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes	
TOTAL SALARIES & BENEFITS	\$413,361

Operating Expenses

Occupancy:

Rent:

Rental of office space at the monthly rate of \$950.00/FTE

$\$950 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$68,628$

Utilities:

Telephone charges based on SFAF's monthly experience rate of \$81.00 per FTE.

$\$81 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$5,851$

Total Occupancy \$74,479

Materials and Supplies:

Office Supplies:

Desk supplies/postage for program staff based on the monthly experience rate of \$41. Additional postage for client mailings estimated at \$2,380.

$\$41 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} + \$2,380 = \$5,342$

Total Office Supplies \$5,342

General Operating:

Subsidies:

SFAF will provide a total of 145,270 resident days of housing for 398 clients. The UOS commitment is based on 40,150 resident days of subsidized rent for 110 shallow rental clients, 8,395 resident days for 23 partial rental clients and 96,725 resident days of standard subsidized rent for 265 clients. Subsidy amounts requested are based on SFAF's experience rates. SFAF requests \$10,000 to pay security deposits for new clients.

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Insurance:

Occupancy insurance is allocated on a cost of \$59/FTE/mo.

$\$59 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$4,262$

Storage:

Rented storage space used by all SFAF departments. Includes storage of client records. Based on SFAF's monthly experience rate of \$3.00 per FTE per month.

$\$3.00 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \217

Staff Training:

Training seminars and conferences for Client Services Director and Case Managers on topics related to improving housing conditions for persons with HIV/AIDS.

$7 \text{ seminars} \times \$500 \text{ per seminar} = \$3,500$

Audit:

Fees for auditors to perform annual external audit. Fee charged to contract is approx 1% of direct costs

$\$39,292$

Rental/Maintenance of Equipment:

Copier leases based on SFAF's monthly experience rate of \$82.00 per FTE.

Maintenance agreements for office equipment based on SFAF's monthly experience rate of \$45.00 per FTE per month.

Rental - \$82.00 per month x 12 months x 6.02 FTE =	\$5,924
Maintenance - \$45.00 per month x 12 months x 6.02 FTE =	\$3,251

\$2,796,403

TOTAL OPERATING EXPENSES

\$2,876,224

TOTAL DIRECT COSTS

\$3,289,585

INDIRECT COSTS

SFAF is requesting reimbursement of administrative costs totaling \$296,063 which is nine percent (9%) of the contract's direct expenses. This amount will partially reimburse SFAF, which currently spends approximately 17% of its resources on indirect expenses to manage its programs. Administrative resources, which will be expended as the management of the contract requires, include such expenses as the salaries, benefits and operating expenses of, the Finance and Administrative Director, Controller, Assistant Controller, Accountant, Payables Accountant, Budget Director, Office Services Manager, Office Assistant, Receptionist, Information Services Manager and the Chief Executive Officer and his assistants.

TOTAL INDIRECT COSTS

\$296,063

APPENDIX TOTAL

\$3,585,648

BUDGET JUSTIFICATION Rental Subsidies

Salaries and Benefits

Housing & Benefits Director (HBD):

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Annual Salary \$ 58,000 x 0.25 FTE = \$14,500

Database Manager:

Responsible for the maintenance of the agencies databases. Insures data integrity for data collection & evaluation.

Minimum Qualifications: Bachelor's degree or at least five years experience in information technology programs.

Annual Salary \$ 85,000 x 0.15 FTE = \$12,750

Case Managers (CM):

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Minimum Qualifications: Two years in the provision of housing advocacy services for low income individuals accessing affordable housing; experience working with people with HIV/AIDS and knowledge of SF housing resources.

Average Annual Salary \$ 50,253.50 x 4.00 FTE = \$201,014

Triage Assistant (TA):

Provides administrative support to SFAF Housing & Benefits Department staff by maintaining housing client information; assisting with payment coordination; generating internal and external reports, and performance general office duties.

Minimum Qualifications: Two years of demonstrated general administrative or program assistance. High school diploma or equivalent.

Annual Salary \$ 42,108 x 0.75 FTE = \$31,581

Total Salaries \$330,689

salaries = \$82,672

Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes

TOTAL SALARIES & BENEFITS \$413,361

Operating Expenses

Occupancy:

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Rental of office space at the monthly rate of \$950.00/FTE

$\$950 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$68,628$

Utilities:

Telephone charges based on SFAF's monthly experience rate of \$81.00 per FTE.

$\$81 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$5,851$

\$74,479

~~Materials and Supplies~~

Office Supplies:

Desk supplies/postage for program staff based on the monthly experience rate of \$41. Additional postage for client mailings estimated at \$2,380.

$\$41 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} + \$2,380 = \$5,342$

\$5,342

~~General Operating~~

Subsidies:

SFAF will provide a total of 145,270 resident days of housing for 398 clients. The UOS commitment is based on 40,150 resident days of subsidized rent for 110 shallow rental clients, 8,395 resident days for 23 partial rental clients and 96,725 resident days of standard subsidized rent for 265 clients. Subsidy amounts requested are based on SFAF's experience rates. SFAF requests \$10,000 to pay security deposits for new clients.

Standard Subsidies - $\$690.93 \times 12 \times 265 = \$2,197,157$

Partial Subsidies - $\$400 \times 12 \times 23 = \$110,400$

Shallow Subsidies - $\$320 \times 12 \times 110 = \$422,400$

Security deposits = \$10,000

Insurance:

Occupancy Insurance is allocated on a cost of \$59/FTE/mo.

$\$59 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$4,262$

Storage:

Rented storage space used by all SFAF departments. Includes storage of client records. Based on SFAF's monthly experience rate of \$3.00 per FTE per month.

$\$3.00 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \217

Staff Training:

Training seminars and conferences for Client Services Director and Case Managers on topics related to improving housing conditions for persons with HIV/AIDS.

$7 \text{ seminars} \times \$500 \text{ per seminar} = \$3,500$

Audit:

Fees for auditors to perform annual external audit. Fee charged to contract is approx 1% of direct costs

\$39,292

Rental/Maintenance of Equipment:

Copier leases based on SFAF's monthly experience rate of \$82.00 per FTE.

Maintenance agreements for office equipment based on SFAF's monthly experience rate of \$45.00 per FTE per month.

Rental - \$82.00 per month x 12 months x 6.02 FTE =	\$5,924
Maintenance - \$45.00 per month x 12 months x 6.02 FTE =	\$3,251

General Operating	\$2,796,403
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TOTAL OPERATING EXPENSES	\$2,876,224
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TOTAL DIRECT COSTS	\$3,289,585
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INDIRECT COSTS

SFAF is requesting reimbursement of administrative costs totaling \$290,257 which is nine percent (9%) of the contract's direct expenses. This amount will partially reimburse SFAF, which currently spends approximately 17% of its resources on indirect expenses to manage its programs. Administrative resources, which will be expended as the management of the contract requires, include such expenses as the salaries, benefits and operating expenses of, the Finance and Administrative Director, Controller, Assistant Controller, Accountant, Payables Accountant, Budget Director, Office Services Manager, Office Assistant, Receptionist, Information Services Manager and the Chief Executive Officer and his assistants.

TOTAL INDIRECT COSTS	\$296,063
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APPENDIX TOTAL	\$3,585,648
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BUDGET JUSTIFICATION

Rental Subsidies

Salaries and Benefits

Housing & Benefits Director (HBD):

The HBD will be responsible for the overall oversight of the Housing & Benefits Department's programs and services; including its housing programs. The position will be responsible for on-going monitoring of program staff progress and the contract budget to ensure overall contract compliance, including tracking staff and program progress related to contract deliverables. The HBD will also oversee staff training and development. Additional duties include development and monitoring of long range planning.

Minimum Qualifications: M.S.W. or similar related degree; a minimum of seven years' experience in the field of human service, including a minimum of two years as program director performing such functions as program quality assurance and improvement, budget development, and community collaboration. Ability to respond quickly and articulately in a public forum.

Annual Salary \$ 79,104 x 0.64 FTE = \$50,627

Director of Government Contracts:

Responsible for coordinating all program evaluation activities, including the design, testing, implementation and analysis of all evaluation data collection in conjunction with the Housing & Benefits Director and other program staff. Will also be responsible for completion of all evaluation and reporting requirements to DPH.

Minimum Qualifications: Bachelor's degree in Social Work, Liberal Arts or related field with two years experience in health services government contracts management and negotiations; development of applications for government contracts, and contract monitoring and compliance.

Annual Salary \$ 87,900 x 0.08 FTE = \$7,032

Budget & Contracts Manager:

Prepares initial contract budget, budget revisions and modifications, and monthly contract invoices. Monitors contract spending and maintains fund accounting system. Generates periodic financial monitoring and forecasting reports.

Minimum Qualifications: College degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 87,900 x 0.15 FTE = \$13,185

Housing Subsidies Administrator:

Manages the fiscal aspects of the housing subsidies program, including monitoring client subsidy eligibility and award calculations, developing spreadsheet and database systems to monitor client and landlord information and subsidy payments. Processes monthly landlord payment requests.

Minimum Qualifications: college degree and three years' experience in government contract administration or accounting in a computerized non-profit accounting environment, or in lieu of a college degree six years' experience in government contract administration or accounting in a computerized non-profit accounting environment. Spreadsheet and word processing skills are required. Database management skills are preferred.

Annual Salary \$ 58,000 x 0.25 FTE = \$14,500

Database Manager:

Responsible for the maintenance of the agencies databases. Insures data integrity for data collection & evaluation.

Minimum Qualifications: Bachelor's degree or at least five years experience in information technology programs.

Annual Salary \$ 85,000 x 0.15 FTE = \$12,750

Case Managers (CM):

Provide direct services to persons with HIV/AIDS in acquiring services needed to assist subsidy clients in maintaining stable housing, including the administration of a housing subsidy. In addition to all duties related to subsidy administration, CMs will ensure that clients obtain all needed support services, including information and referrals, as needed. Each CM will be responsible for verifying initial housing inspections and for providing housing advocacy services. Additionally, the CM will perform all individual rental share calculations for the Standard, Partial and Shallow Rental Subsidy Program clients, and assure that the inspections of all rental subsidy units have been completed. The CM will also verify admission criteria documentation, review individual income data, facilitate monthly subsidy payments, and make the shallow rental subsidy and client rental share determinations on an annual basis.

Minimum Qualifications: Two years in the provision of housing advocacy services for low income individuals accessing affordable housing; experience working with people with HIV/AIDS and knowledge of SF housing resources.

Average Annual Salary \$ 50,253.50 x 4.00 FTE = \$201,014

Triage Assistant (TA):

Provides administrative support to SFAF Housing & Benefits Department staff by maintaining housing client information; assisting with payment coordination; generating internal and external reports, and performance general office duties.

Minimum Qualifications: Two years of demonstrated general administrative or program assistance. High school diploma or equivalent.

Annual Salary \$ 42,108 x 0.75 FTE = \$31,581

Total Salaries \$330,689

salaries = \$82,672

Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes

TOTAL SALARIES & BENEFITS \$413,361

Operating Expenses

Occupancy:

Rent:

Rental of office space at the monthly rate of \$950.00/FTE

$\$950 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$68,628$

Utilities:

Telephone charges based on SFAF's monthly experience rate of \$81.00 per FTE.

$\$81 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$5,851$

\$74,479

Materials and Supplies:

Office Supplies:

Desk supplies/postage for program staff based on the monthly experience rate of \$41. Additional postage for client mailings estimated at \$2,380.

$\$41 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} + \$2,380 = \$5,342$

\$5,342

General Operating

Subsidies:

SFAF will provide a total of 145,270 resident days of housing for 398 clients. The UOS commitment is based on 40,150 resident days of subsidized rent for 110 shallow rental clients, 8,395 resident days for 23 partial rental clients and 96,725 resident days of standard subsidized rent for 265 clients. Subsidy amounts requested are based on SFAF's experience rates. SFAF requests \$10,000 to pay security deposits for new clients.

Standard Subsidies - $\$690.93 \times 12 \times 265 = \$2,197,157$

Partial Subsidies - $\$400 \times 12 \times 23 = \$110,400$

Shallow Subsidies - $\$320 \times 12 \times 110 = \$422,400$

Security deposits = \$10,000

Insurance:

Occupancy insurance is allocated on a cost of \$59/FTE/mo.

$\$59 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \$4,262$

Storage:

Rented storage space used by all SFAF departments. Includes storage of client records. Based on SFAF's monthly experience rate of \$3.00 per FTE per month.

$\$3.00 \text{ per month} \times 12 \text{ months} \times 6.02 \text{ FTE} = \217

Staff Training:

Training seminars and conferences for Client Services Director and Case Managers on topics related to improving housing conditions for persons with HIV/AIDS.

$7 \text{ seminars} \times \$500 \text{ per seminar} = \$3,500$

Audit:

Fees for auditors to perform annual external audit. Fee charged to contract is approx 1% of direct costs

\$39,292

Rental/Maintenance of Equipment:

Copier leases based on SFAF's monthly experience rate of \$82.00 per FTE.
 Maintenance agreements for office equipment based on SFAF's monthly experience rate of \$45.00 per FTE per month.

Rental - \$82.00 per month x 12 months x 6.02 FTE =	\$5,924
Maintenance - \$45.00 per month x 12 months x 6.02 FTE =	\$3,251
	\$2,796,403
TOTAL OPERATING EXPENSES	\$2,876,224
TOTAL DIRECT COSTS	\$3,289,585
 INDIRECT COSTS	
<p>SFAF is requesting reimbursement of administrative costs totaling \$296,063 which is nine percent (9%) of the contract's direct expenses. This amount will partially reimburse SFAF, which currently spends approximately 17% of its resources on indirect expenses to manage its programs. Administrative resources, which will be expended as the management of the contract requires, include such expenses as the salaries, benefits and operating expenses of, the Finance and Administrative Director, Controller, Assistant Controller, Accountant, Payables Accountant, Budget Director, Office Services Manager, Office Assistant, Receptionist, Information Services Manager and the Chief Executive Officer and his assistants.</p>	
TOTAL INDIRECT COSTS	\$296,063
APPENDIX TOTAL	\$3,585,648

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

APPENDIX F-1a
Appendix Term: 7/1/12 - 6/30/13
PAGE A

Contractor: San Francisco AIDS Foundation
Address: File 72635 P. O. Box 60000
San Francisco, CA 94160-2635

Telephone: 415-487-3000
Fax: 415-487-3009

Program Name: Housing Subsidies

HUH

CMS #	Invoice Number
7035	HUJUL12
Contract Purchase Order No:	
Funding Source:	General Fund
Grant Code / Detail:	
Project Code / Detail:	
Invoice Period:	07/1/12 - 07/31/12
FINAL Invoice	<input type="checkbox"/> (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Housing, Resident Day - Standard	96,725	265							96,725	265
Housing, Resident Day - Shallow	40,150	110							40,150	110
Housing, Resident Day - Partial	8,395	23							8,395	23

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	398				398

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$82,672				\$82,672.00
Total Personnel Expenses	\$413,361				\$413,361.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$74,479				\$74,479.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,342				\$5,342.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,793,501				\$2,793,501.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$2,873,322				\$2,873,322.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$3,286,683				\$3,286,683.00
Indirect Expenses	\$295,801				\$295,801.00
TOTAL EXPENSES	\$3,582,484				\$3,582,484.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

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:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By:	_____ (DPH Authorized Signatory)	Date:	_____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1a
Appendix Term: 7/1/12 - 6/30/13
PAGE B

**Contractor: San Francisco AIDS Foundation
Address: Fil 72635 P. O. Box 60000
San Francisco, CA 94160-2635**

**Telephone: 415-487-3000
Fax: 415-487-3009**

Program Name: Housing Subsidies

Invoice Number	HUJUL12
Contract Purchase Order No:	
Fund Source:	General Fund
Grant Code / Detail:	
Project Code / Detail:	
Invoice Period:	07/1/12 - 07/31/12
FINAL Invoice	<input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Housing & Benefits Director (HBD)	0.64	\$50,627				\$50,627.00
Director of Government Contracts	0.08	\$7,032				\$7,032.00
Budget & Contracts Manager	0.15	\$13,185				\$13,185.00
Housing Subsidies Administrator	0.25	\$14,500				\$14,500.00
Database Manager	0.15	\$12,750				\$12,750.00
Case Manager (CM)	4.00	\$201,014				\$201,014.00
Triage Assistant (TA)	0.75	\$31,581				\$31,581.00
TOTAL SALARIES	6.02	\$330,689				\$330,689.00

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 and 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.

Certified By: _____
Title: _____

Date: _____

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

APPENDIX F-1b
Appendix Term: 7/1/13 - 6/30/14
PAGE A

Contractor: San Francisco AIDS Foundation
Address: File 72635 P. O. Box 60000
San Francisco, CA 94160-2635

CMS #
7036

Invoice Number
HUJUL13

Contract Purchase Order No: _____

Funding Source: **General Fund**

Grant Code / Detail: _____

Project Code / Detail: _____

Invoice Period: **07/1/13 - 07/31/13**

FINAL Invoice (check if Yes)

Telephone: 415-487-3000
Fax: 415-487-3009

HUH

Program Name: Housing Subsidies

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Housing, Resident Day - Standard	96,725	265							96,725	265
Housing, Resident Day - Shallow	40,150	110							40,150	110
Housing, Resident Day - Partial	8,395	23							8,395	23

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	398				398

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE	
					UOS	NOC
Total Salaries (See Page B)	\$330,689					\$330,689.00
Fringe Benefits	\$82,672					\$82,672.00
Total Personnel Expenses	\$413,361					\$413,361.00
Operating Expenses:						
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$74,479					\$74,479.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,342					\$5,342.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,796,403					\$2,796,403.00
Staff Travel - (e.g., Local & Out of Town)						
Consultant/Subcontractor						
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)						
Total Operating Expenses	\$2,876,224					\$2,876,224.00
Capital Expenditures						
TOTAL DIRECT EXPENSES	\$3,289,585					\$3,289,585.00
Indirect Expenses	\$296,063					\$296,063.00
TOTAL EXPENSES	\$3,585,648					\$3,585,648.00
LESS: Initial Payment Recovery						
Other Adjustments (Enter as negative, if appropriate)						
REIMBURSEMENT						

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:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1b
Appendix Form: 7/1/13 - 8/30/14
PAGE B

Contractor: San Francisco AIDS Foundation
Address: File 72635 P. O. Box 60000
San Francisco, CA 94160-2635

Telephone: 415-487-3000
Fax: 415-487-3009

Program Name: Housing Subsidies

Invoice Number

HUJUL13

Contract Purchase Order No: _____

Fund Source: General Fund

Grant Code / Detail: _____

Project Code / Detail: _____

Invoice Period: 07/1/13 - 07/31/13

FINAL Invoice (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Housing & Benefits Director (HBD)	0.64	\$50,627				\$50,627.00
Director of Government Contracts	0.08	\$7,032				\$7,032.00
Budget & Contracts Manager	0.15	\$13,185				\$13,185.00
Housing Subsidies Administrator	0.25	\$14,500				\$14,500.00
Database Manager	0.15	\$12,750				\$12,750.00
Case Manager (CM)	4.00	\$201,014				\$201,014.00
Triage Assistant (TA)	0.75	\$31,581				\$31,581.00
TOTAL SALARIES	6.02	\$330,689				\$330,689.00

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.

Certified By: _____
Title: _____

Date: _____

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

APPENDIX F-1c
Appendix Term: 7/1/14 - 6/30/15
PAGE A

Contractor: San Francisco AIDS Foundation
Address: File 72635 P. O. Box 60000
San Francisco, CA 94160-2635

CMS #
7035

Invoice Number
HUJUL14

Telephone: 415-487-3000
Fax: 415-487-3009

HUH

Contract Purchase Order No: _____

Funding Source: General Fund

Grant Code / Detail: _____

Project Code / Detail: _____

Invoice Period: 07/1/14 - 07/31/14

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Housing, Resident Day - Standard	96,725	265							96,725	265
Housing, Resident Day - Shallow	40,150	110							40,150	110
Housing, Resident Day - Partial	8,395	23							8,395	23

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		398			398

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$82,672				\$82,672.00
Total Personnel Expenses	\$413,361				\$413,361.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$74,479				\$74,479.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,342				\$5,342.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,796,403				\$2,796,403.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$2,876,224				\$2,876,224.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$3,289,585				\$3,289,585.00
Indirect Expenses	\$296,063				\$296,063.00
TOTAL EXPENSES	\$3,585,648				\$3,585,648.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

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:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By:	_____ (DPH Authorized Signatory)	Date:	_____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1c
Appendix Term: 7/1/14 - 6/30/15
PAGE 8

Contractor: **San Francisco AIDS Foundation**
Address: **File 72635 P. O. Box 60000
San Francisco, CA 94160-2635**

Telephone: **415-487-3000**
Fax: **415-487-3009**

Program Name: Housing Subsidies

Invoice Number: **HUJUL14**

Contract Purchase Order No: _____

Fund Source: **General Fund**

Grant Code / Detail: _____

Project Code / Detail: _____

Invoice Period: **07/1/14 - 07/31/14**

FINAL Invoice (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Housing & Benefits Director (HBD)	0.64	\$50,627				\$50,627.00
Director of Government Contracts	0.08	\$7,032				\$7,032.00
Budget & Contracts Manager	0.15	\$13,185				\$13,185.00
Housing Subsidies Administrator	0.25	\$14,500				\$14,500.00
Database Manager	0.15	\$12,750				\$12,750.00
Case Manager (CM)	4.00	\$201,014				\$201,014.00
Triage Assistant (TA)	0.75	\$31,581				\$31,581.00
TOTAL SALARIES	6.02	\$330,689				\$330,689.00

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.

Certified By: _____
Title: _____

Date: _____

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

APPENDIX F-1d
Appendix Term: 7/1/15 - 6/30/16
PAGE A

Contractor: San Francisco AIDS Foundation
Address: File 72635 P. O. Box 60000
San Francisco, CA 94160-2635

CMS #
7035

Invoice Number
HUJUL15

Contract Purchase Order No: _____

Telephone: 415-487-3000
Fax: 415-487-3009

HUH

Funding Source: General Fund

Grant Code / Detail: _____

Project Code / Detail: _____

Invoice Period: 07/1/15 - 07/31/15

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Housing, Resident Day - Standard	96,725	265							96,725	265
Housing, Resident Day - Shallow	40,150	110							40,150	110
Housing, Resident Day - Partial	8,395	23							8,395	23

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	398				398

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE	
Total Salaries (See Page 8)	\$330,689				\$330,689.00	
Fringe Benefits	\$82,672				\$82,672.00	
Total Personnel Expenses	\$413,361				\$413,361.00	
Operating Expenses:						
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$74,479				\$74,479.00	
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,342				\$5,342.00	
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,796,403				\$2,796,403.00	
Staff Travel (e.g., Local & Out of Town)						
Consultant/Subcontractor						
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)						
Total Operating Expenses	\$2,876,224				\$2,876,224.00	
Capital Expenditures						
TOTAL DIRECT EXPENSES	\$3,289,585				\$3,289,585.00	
Indirect Expenses	\$296,063				\$296,063.00	
TOTAL EXPENSES	\$3,585,648				\$3,585,648.00	
LESS: Initial Payment Recovery						
Other Adjustments (Enter as negative, if appropriate)						
REIMBURSEMENT						

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:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

City & County of San Francisco, its Officers, Agents, Employees and Representatives



P.O. Box 8507, Santa Cruz, CA 95061
P: (800) 359-6422
F: (831) 459-0853



**BUSINESS AUTO COVERAGE
ADDITIONAL INSURED/LOSS PAYEE EXTENSION**

POLICY NUMBER: 2012-00950-NPO

Schedule AI

Page 1

NAME OF INSURED: San Francisco AIDS Foundation; Stonewall; Magnet; Stop AIDS Project

**ADDITIONAL INSUREDS /
LOSS PAYEE**

Additional Insured - CA2001
Penske Truck Leasing Co. LP
630 Cesar Chavez St.
San Francisco, CA 94124
As respects vehicle(s): ALL

Golden Gate National Recreation Area Office of Special
Park Uses
Fort Mason Bldg. 204
San Francisco, CA 94103
As respects vehicle(s): ALL

City and County of San Francisco, SFPD
11 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103
As respects vehicle(s): ALL

San Francisco Department of Public Health
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102
As respects vehicle(s): ALL

COUNTERSIGNED: 04/05/2012

BY

(AUTHORIZED REPRESENTATIVE)